

## INSTRUCTIONS FOR WALK-IN and MAIL-IN REGISTRATION

### UNDER THE COPARTNERSHIP ACT

1. PRINT OR TYPE ALL INFORMATION ON THE FORM, except signatures. Do not use pencil or red ink.
2. Post Office box numbers are not acceptable for the business address.
3. Signatures should be placed on the lines found at the middle of the form. **ALL LISTED OWNERS MUST SIGN THE CERTIFICATE.**
4. ONE SIGNATURE MUST BE NOTARIZED when mailing in your form. The notary public must legally sign and print or stamp their name and expiration date on each certificate; as well as the name of the person who appeared before the notary. Our office will notarize your signature when you present your photo i.d. in our office.
5. If filing by mail, please return original plus three [3] photocopies [original +3], and a self-addressed stamped envelope along with the \$10.00 filing fee to: Elizabeth Hundley, Livingston County Clerk, 200 E. Grand River Avenue, Howell, MI 48843; ATTN: Assumed Names.
6. PLEASE make check or money order payable to LIVINGSTON COUNTY CLERK. If you walk-in, we also accept cash and credit cards (service fee applies to all credit card transactions). Three [3] certified copies of the certificate will be returned to you after filing.
7. If you change your business address, you must notify this office and file a change of business address form.
8. If you dissolve your copartnership, you should file a certificate of discontinuance with this office.
9. If there is a change of ownership, a certificate of discontinuance should be filed by the previous owners and the new owners must file a new certificate of copartnership.
10. Forms for change of address or certificate of discontinuance are available at the address listed above and on our website at <https://www.livqov.com/clerk/Pages/dba.aspx>.