

INSTRUCTIONS FOR WALK-IN and MAIL-IN REGISTRATION

UNDER THE ASSUMED NAME ACT

NEW ASSUMED NAME CERTIFICATE

1. PRINT OR TYPE ALL INFORMATION ON THE FORM, except signature(s). Do not use pencil or red ink.
2. Post Office box numbers are not acceptable for the business address.
3. Signature(s) should be placed on the line(s) found at the middle of the form. **ALL LISTED OWNER(S) MUST SIGN THE CERTIFICATE.**
4. SIGNATURE(S) 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 names of the persons 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 and two [2] photocopies [original +2], and a self-addressed stamped envelope along with the \$16.00 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 credit card transactions).
7. Two [2] certified copies of the certificate will be returned to you after filing.
8. If you change your business address, you must notify this office and file a change of business address form.
9. If you dissolve your business, you must file a certificate of discontinuance with this office.
10. If there is a change of ownership, a certificate of discontinuance should be filed by the previous owner(s) and the new owner(s) must file a new certificate of assumed name.
11. Forms for change of address or certificate of discontinuance are available at the address listed above, and on our website at <https://www.livgov.com/clerk/Pages/dba.aspx>.