



**COUNTY OF INYO, STATE OF CALIFORNIA**  
**MARY A. ROPER, CLERK-RECORDER, REGISTRAR**  
**OF VOTERS**

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**FICTITIOUS BUSINESS NAME STATEMENT**  
**BUSINESS AND PROFESSIONS CODE §17900, ET. SEQ.**

Anyone doing business under a name different than their actual surname must file a Fictitious Business Name Statement with the County Clerk.

Filing Fee: \$10.00 for one fictitious business name and one registrant. A Husband and Wife are considered as one registrant. There is a fee of \$2.00 each for any additional registrants. All owners of the business should be listed. If more than one fictitious business name is listed, there is an additional fee of \$2.00 for each. (B&P §17929)

Send the completed form and a check payable to the County Clerk to the address above. After the Statement is filed, three copies will be returned to you: (1) a certified copy for your bank; (2) one to be published in the local newspaper; and (3) one for your files.

Enclose a self-addressed stamped envelope for return of the copies.

You must take one of the copies to the newspaper and arrange for publication of the Fictitious Business Statement pursuant to B&P Code §17917. The newspaper will send a proof of publication to the County Clerk.

NOTE: The county Clerk will check the records to see whether your proposed business name (or a substantially similar name) is already being used and will inform you of the results. However, the County Clerk is not authorized to reject a Statement on the grounds that the business name is already in use.

The Fictitious Business Name Statement expires five (5) years from the date of filing with the County Clerk unless a change occurs which causes it to expire earlier. See business and Professions Code §17920 (attached). You must file a new Statement on or before the date of expiration of the Statement on file in order to continue doing business under that business name. If you are filing a renewal, and none of the information has changed, you are not required to publish again.

## INSTRUCTIONS FOR COMPLETION OF STATEMENT

### TYPE OR CAREFULLY PRINT IN INK (PENCIL IS NOT ACCEPTABLE)

**"FILING REQUESTED BY" BOX:** Insert the name, address and telephone number of the person who is to receive and file copies.

**BOX 1.** If this is a new business please check the box marked "First Filing" If you are refiling, please check the box marked "Renewal Filing" and enter your current registration number.

**BOX 2.** Insert exact name of business. If you are registering more than one business located at the same address, number each name entered.

If a business name includes the words "Corporation", "Incorporated", "Corp.", or "Inc.", a copy of either the Articles of Incorporation or an Affidavit signed under penalty of perjury by one of the officers of the Corporation is required.

If a business name includes the words "Limited Liability Company" or abbreviations, a copy of either the Articles of Organization or an Affidavit signed under penalty of perjury by one of the officers or managers is required.

**BOX 3.** Insert street address of principal place of business (Post Office Boxes are not acceptable). Must include the county in which you are conducting business.

**BOX 4.** List each owner or partner and his/her residence address separately (Post Office Boxes are not acceptable).

If the owner is a corporation, insert the name of the corporation and the business address. Do not list stockholders or officers of the Corporation. If a registrant's name includes the words "Corporation", "Incorporated", "Corp.", or "Inc.", a copy of either the Articles of Incorporation or an Affidavit signed under penalty of perjury by one of the officers of the Corporation is required.

If a registrant's name includes the words "Limited Liability Company" or abbreviations, a copy of either the Articles of Organization or an Affidavit signed under penalty of perjury by one of the officers or managers is required.

**BOX 5.** Check **one** item which best describes who is conducting the business.

**BOX 6.** List a brief summary of the Business Type, i.e., Auto Repair, Beauty Salon, Landscaping

- BOX 7.**
- a. Do not leave blank. Insert the date on which the registrant first commenced to transact business under the fictitious business name or names listed, if already transacting business under that name or names.
  - b. Insert N/A if you have not yet commenced to transact business

**BOX 8.** Signatures are required as follows:

- an individual - the individual
- husband and wife - both husband and wife
- partnership or other association of other persons - a general partner
- a business trust - trustee
- co-partners - all partners
- joint venture - all parties of the joint venture
- domestic partners – one of the domestic partners

**BOX 8A.** Signatures for Corporation or Limited Liability Company:

- Corporation - An officer must sign. State the title, attach a copy of the Articles of Incorporation or Affidavit signed under penalty of perjury by an officer
- Limited Liability Company - An officer or manger must sign. State the title, attach a copy of the Articles of Organization or Affidavit signed under penalty of perjury by an officer or manager.



## METHODS OF DOING BUSINESS

The County Clerk staff are prohibited from rendering legal advice or assistance (Govt Code § 24004). The following is taken from Black's Law Dictionary, Eighth Ed, and is not intended to provide exact legal definitions under California law or to supplant the need to consult an attorney.

**COPARTNERS:** A copartner is a member of a partnership. A partnership is a voluntary association of two or more persons who jointly own and carry on a business for profit.

**CORPORATION:** An entity (usually a business) having authority under law to act as a single person distinct from the shareholders who own in and having rights to issue stock and exist indefinitely.

**DOMESTIC PARTNERSHIP:** A non-marital relationship between two persons of the same or opposite sex who live together as a couple for a significant period of time.

**GENERAL PARTNERSHIP:** A partnership in which all partners participate fully in running the business and share equally in profits and losses (though the partners' monetary contribution may vary).

**INDIVIDUAL:** Of or relating to a single person or thing, as opposed to a group. An *individual proprietorship* or *sole proprietorship* is a business in which one person owns all the assets, owes all the liabilities, and operates in his or her personal capacity.

**INDIVIDUALS HUSBAND & WIFE:** A husband who has a lawful wife living and a wife who has a lawful husband living.

**JOINT VENTURE:** A business undertaking by two or more persons engaged in a single defined project.

**LIMITED LIABILITY COMPANY (LLC):** A company - statutorily authorized in certain states – that is characterized by limited liability, management by members or managers, and limitations on ownership transfer.

**LIMITED LIABILITY PARTNERSHIP (LLP):** A partnership in which a partner is not liable for a negligent act committed by another partner or by an employee not under the partner's supervision. (In California, LLPs may only be formed by licensed persons for the practices of public accountancy, law or architecture).

**LIMITED PARTNERSHIP:** A partnership composed of one or more persons who control the business and are personally liable for the partnership's debts (called general partners), and one or more persons who contribute capital and share profits but who cannot manage the business and are liable only for that amount of their contribution (called limited partners). (In California, a limited partnership must be filed with the Secretary of State and is defined as partnership formed by two or more persons under the laws of this state and having one or more general partners and one or more limited partners).

**TRUST:** The right, enforceable solely in equity, to the beneficial enjoyment of property to which another person holds the legal title; a property interest held by one person (the trustee) at the request of another (the settler) for the benefit of a third party (the beneficiary). A "business trust" is a form of business organization, similar to a corporation, in which investors receive transferable certificates of beneficial interest (instead of stock shares).

**UNINCORPORATED ASSOCIATION:** An Association is a gathering of people for a common purpose. An unincorporated organization that is not a legal entity separate from the persons who compose it.