

## **Assumed Names-DBA's**

### **What county do I need to register my business in?**

**Answer:** Normally you would register your name within the same county that your business is located. You can register your business in as many counties as you would like.

### **Who all needs to sign the Assumed Name Certificate?**

**Answer:** You would need to ask your bank and/or CPA to determine how you would need to file your assumed name. The county clerk's office has no requirement on the number of signatures on the certificate.

### **How do I get a State Tax ID number?**

**Answer:** You would obtain this thru the State Comptroller's Office.

Telephone number-1-800-252-5555

### **Who all needs to sign an Abandonment of Assumed Name?**

**Answer:** Any signature on the original assumed name must be on the abandonment.

### **How long is my certificate valid?**

**Answer:** Certificate of ownership is valid only for a period not to exceed 10 years from the date filed in the county clerk's office.

### **Does the County Clerk's Office research availability of a business name?**

**Answer:** No. Computers are available to search our Assumed Name records.

### **Does your office monitor or verify that duplicate filings have not occurred?**

No. If a corporation and an unincorporated company have very similar names and there is a problem, neither automatically has the right to the name. If both parties have properly filed the Assumed Name certificate the courts will most likely have to decide this matter. Therefore, it is important to do a thorough search when considering a business name.

**If you have further questions please contact our office at 409-267-2418.**

HEATHER H. HAWTHORNE, COUNTY CLERK  
CHAMBERS COUNTY, TEXAS  
P. O. Box 728  
Anahuac, Texas 77514  
(409) 267-2418

**ASSUMED NAME RECORDS (D.B.A.)**  
**CERTIFICATE OF OWNERSHIP FOR BUSINESS OR PROFESSION**  
**NOTICE:** This Certificate of Ownership properly executed is to be filed immediately with the County Clerk, as provided by law.

**NAME IN WHICH BUSINESS IS OR WILL BE CONDUCTED**

Business Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

PERIOD(not to exceed 10 years) DURING WHICH ASSUMED NAME WILL BE USED: \_\_\_\_\_

**NOTICE: CERTIFICATE OF OWNERSHIP ARE VALID ONLY FOR A PERIOD NOT TO EXCEED 10 YEARS FROM THE DATE FILED IN THE COUNTY CLERK'S OFFICE**

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**CERTIFICATE OF OWNERSHIP**

I, We, the undersigned, are the owner(s) of the above business and my/our name(s) and address(es) given is/are true and correct, and there is/are no ownership(s) in said business other than those listed herein below:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_

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THE STATE OF TEXAS        )(

COUNTY OF CHAMBERS       )(

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_

those person(s) whose name(s) are listed above known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that they are the owner(s) of the above named business and that they signed the same for the purpose and consideration herein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

**HEATHER H. HAWTHORNE  
COUNTY CLERK, CHAMBERS COUNTY, TEXAS**

P.O. Box 728  
Anahuac, Texas 77514  
(409) 267-2418

**ASSUMED NAME CERTIFICATE FOR AN INCORPORATED BUSINESS OR PROFESSION**

NAME UNDER WHICH BUSINESS OR PROFESSIONAL SERVICES IS OR WILL BE CONDUCTED

\_\_\_\_\_  
(PRINT OR TYPE)  
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1. The name of the incorporated business or profession as stated in its Articles of Incorporation or comparable document is:

\_\_\_\_\_ and the charter number or certificate of authority number, if any, is: \_\_\_\_\_.

2. The state, country, or other jurisdiction under the laws of which is was incorporated is: \_\_\_\_\_, and the address of its registered or similar office in that jurisdiction is: \_\_\_\_\_.

3. The period, not to exceed ten years, during which this assumed name will be used is: \_\_\_\_\_.

4. The corporation is a: business corporation, nonprofit corporation, professional corporation, professional association or other type of corporation (specify): \_\_\_\_\_, or other type of incorporated business, professional or other association or legal entity (specify): \_\_\_\_\_.

5. If the corporation is required to maintain a registered office in Texas, the address of the registered office is: \_\_\_\_\_ and the name of its registered agent as such address is: \_\_\_\_\_.

The address of the principal office (if not the same as the registered office) is: \_\_\_\_\_.

6. If the corporation is not required to or does not maintain a registered office in Texas, the office address in Texas is: \_\_\_\_\_; and if the corporation is not incorporated, organized or associated under the laws of Texas, the address of its place of business in Texas is: \_\_\_\_\_, and the office address elsewhere is: \_\_\_\_\_.

7. The county or counties where business or professional services are being or are to be conducted or rendered under such assumed name are (if applicable, use the designation "all" or "all except"): \_\_\_\_\_.

8. If this instrument is executed by the attorney-in-fact, the attorney-in-fact hereby states that he has been duly authorized, in writing, by his principal to execute and acknowledge this instrument.

\_\_\_\_\_  
NAME OF CORPORATION  
BY \_\_\_\_\_  
Signature of Officer, representative or attorney-in-fact of the corporation

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

BEFORE ME, THE UNDERSIGNED AUTHORITY, on this day personally appeared \_\_\_\_\_ known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that \_\_\_he\_\_\_ is/are the owner(s) of the above named business and that \_\_\_he\_\_\_ signed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_ day of \_\_\_\_\_ 20\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed or stamped name of Notary Public