

EFFECTIVE January 1, 2015, pursuant to Senate Bill 1467, the LA County Registrar/Recorder County Clerk's Office will require a Notarized Affidavit of Identity form to accompany all DBAs/Fictitious Business Name Statements (Original, Refile and New). (The Signal now has a notary on staff. Call for hours of operation. Standard CA Fee \$10).

The County Clerk requires that the SIGNAL provide only typewritten (or computer generated) Fictitious Business Name Statements [hand written statements are no longer accepted].

The attached DBA Packet includes all the necessary forms to complete the process, including the form for notarization. The PDF is interactive and if your software will allow, you can type in the information (READ INSTRUCTIONS), print out the forms, sign where appropriate in front of a notary, hand deliver or mail to the SIGNAL. Payment accepted: cash, credit card, money order, or preprinted check with current information and valid CA DL.

If the SIGNAL does the filing, publishing, and providing a proof of pub, the fee is \$158 (includes county filing fee) for one business name and one registrant (additional \$5 fee per business name or per registrant). Our courier service goes once a week to Van Nuys LA Clerk's office (all required paperwork must be in the SIGNAL office by noon on Thursday for drop off one week – usually on a Monday & pick up the following week).

If you do the filing yourself, you will receive the form back from the county clerk's office and it will have a number in the right hand top corner and a stamped seal. Scan and email the front page with the number on it to dba@signalscv.com or mail, fax, or bring a copy into the office to begin the publishing process. The SIGNAL will publish your DBA once a week for 4 weeks as required and mail a proof of publication for the fee of \$100.

NEW BUSINESSES must file a Fictitious Business Name Statement with the County Clerk & publish it in a qualified newspaper that circulates in the area where the business is to be conducted (CA Business & Professions §Code 17917b). EXISTING BUSINESSES must RE-FILE every 5 years.

If a DBA has expired, it would be filed as an "Original Filing". If filing for a renewal, provide the last copy of your filed DBA. If filing as a corporation, a limited liability company, a limited partnership or a limited liability partnership the County Clerk requires evidence issued by the Secretary of State indicating the current existence and good standing of that business entity. This link will take you to the California Secretary of State site **STATUS REPORT INFO:** <http://kepler.sos.ca.gov/> Under Business Programs, type in your Entity Name or Entity # & it will pull up Business Search – Results (print a copy). Then click on the Entity Name & it will pull up the Business Entity Detail (print a copy). Bring these in with your DBA & Notary forms. Check the instructions provided to be sure you are filing & signing correctly. ANY QUESTIONS? LAVOTE.NET

NOTE: The SIGNAL does not provide legal advice on the structure, format or other requirements for filing a DBA and will not be responsible for errors, inaccuracies or other omissions legally required. The SIGNAL is an adjudicated newspaper for Los Angeles County. ~ Linda Kerr dba@signalscv.com /Ph 661.287.5569 /Fax 661.254.8068 /24000 Creekside Road, Santa Clarita 91355



FBN Requirements (SB 1467)

Effective **January 1, 2015**, pursuant to Senate Bill 1467, the Los Angeles County Registrar/Recorder County Clerk's Office will require a Notarized Affidavit of Identity form to accompany all Fictitious Business Name Statements (Original, Refile and New).

- a. **In-Person:** Registrants are required to present a completed FBN statement, show valid identification and complete the Affidavit of Identity form.
- b. **Mail-in:** Registrants are required to submit a completed FBN statement, and notarized Affidavit of Identity form.
- c. **Third Party:** Persons presenting FBN statements on behalf of the registrant must show valid identification, and submit the complete notarized Affidavit of Identify and Agent form.
- d. If the registrant is a corporation, a limited liability company, a limited partnership, or a limited liability partnership, the county clerk will require evidence issued by the Secretary of State indicating the current existence and good standing of that business entity. (A current print out from the SOS website may be acceptable).

Please note that no additional fee will be charged.

This requirement has been made in accordance with the legislative amendment of Business and Professions Code sections 17901, 17913, 17914 and 17916.

YOUR RETURN MAILING ADDRESS

LOS ANGELES
REGISTRAR-RECORDER/ COUNTY CLERK

NAME:

ADDRESS:

CITY: STATE: ZIP CODE:

FICTITIOUS BUSINESS NAME STATEMENT

TYPE OF FILING AND FILING FEE (Check one)

- Original- **\$26.00** (FOR ORIGINAL FILING WITH ONE BUSINESS NAME ON STATEMENT)
 - New (Amended) Filing- **\$26.00** (CHANGES IN FACTS FROM ORIGINAL FILING- REQUIRES PUBLICATION)
 - Refile- **\$26.00** (NO CHANGES IN THE FACTS FROM ORIGINAL FILING)
- \$5.00-** FOR EACH ADDITIONAL BUSINESS NAME FILED ON SAME STATEMENT, DOING BUSINESS AT THE SAME LOCATION **\$5.00-** FOR EACH ADDITIONAL OWNER IN EXCESS OF ONE OWNER

The following person(s) is (are) doing business as:

* 1. _____ 2. _____
Print Fictitious Business Name(s)

** _____
Street address of principal place of business Mailing address if different

City State Zip COUNTY City State Zip

Articles of Incorporation or Organization Number (if applicable): At #ON _____

*** REGISTERED OWNER(S):

1. _____
Full Name/Corp/LLC (P.O. Box not accepted)

Residence Address _____

City State Zip

If Corporation or LLC – Print State of Incorporation/Organization _____

3. _____
Full Name/Corp/LLC (P.O. Box not accepted)

Residence Address _____

City State Zip

If Corporation or LLC – Print State of Incorporation/Organization _____

2. _____
Full Name/Corp/LLC (P.O. Box not accepted)

Residence Address _____

City State Zip

If Corporation or LLC – Print State of Incorporation/Organization _____

4. _____
Full Name/Corp/LLC (P.O. Box not accepted)

Residence Address _____

City State Zip

If Corporation or LLC – Print State of Incorporation/Organization _____

IF MORE THAN FOUR REGISTRANTS, ATTACH ADDITIONAL SHEET SHOWING OWNER INFORMATION

**** THIS BUSINESS IS CONDUCTED BY: (Check one)

- an Individual a General Partnership a Limited Partnership a Limited Liability Company
- an Unincorporated Association other than a Partnership a Corporation a Trust Copartners
- a Married Couple Joint Venture State or Local Registered Domestic Partners a Limited Liability Partnership

***** The date registrant commenced to transact business under the fictitious business name or names listed above on _____
(Insert N/A above if you haven't started to transact business)

I declare that all information in this statement is true and correct.

(A registrant who declares as true any material matter pursuant to Section 17913 of the Business and Professions Code that the registrant knows to be false is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000)).

REGISTRANT/CORP/LLC NAME (PRINT) _____ TITLE _____

REGISTRANT SIGNATURE _____ IF CORP OR LLC, PRINT NAME _____

If corporation, also print corporate title of officer. If LLC, also print title of officer or manager.

This statement was filed with the County Clerk of LOS ANGELES on the date indicated by the filed stamp in the upper right corner.

NOTICE – IN ACCORDANCE WITH SUBDIVISION (a) OF SECTION 17920, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT, AS PROVIDED IN SUBDIVISION (b) OF SECTION 17920, WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION. EFFECTIVE JANUARY 1, 2014, THE FICTITIOUS BUSINESS NAME STATEMENT MUST BE ACCOMPANIED BY THE AFFIDAVIT OF IDENTITY FORM.

THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE).

I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE.

DEAN C. LOGAN, LOS ANGELES COUNTY CLERK

BY: _____, Deputy

INSTRUCTIONS FOR COMPLETION OF STATEMENT

Business and Professions Code Section 17913:

* Where one asterisk appears in the form:

- (a) Insert the fictitious business name or names
- (b) Only those businesses operated at the same address and under the same ownership may be listed on one statement

** Where two asterisks appear in the form:

- (a) If the registrant has a place of business in this state, insert the **street address and county** of his or her **principal** place of business in this state
- (b) If the registrant has no place of business in this state, insert the **street address and county** of his or her **principal** place of business outside this state and file with the Clerk of Sacramento County (B&P 17915)
- (c) Mail Box and Post Office Box Numbers **are not acceptable** as a business address when used alone without a street address

*** Where three asterisks appear in the form:

- (a) If the registrant is an **individual**, insert his or her full name and residence address
- (b) If the registrants are a **married couple**, insert the full name and residence address of both parties to the marriage
- (c) If the registrant is a **general partnership, copartnership, joint venture, limited liability partnership, or unincorporated association other than a partnership**, insert the full name and residence address of each general partner
- (d) If the registrant is a **limited partnership**, insert the full name and residence address of each general partner
- (e) If the registrant is a **limited liability company**, insert the name and address of the limited liability company, as set out in its articles of organization on file with the CA Secretary of State, and the state of organization
- (f) If the registrant is a **trust**, insert the full name and residence address of each trustee
- (g) If the registrant is a **corporation**, insert the name and address of the corporation, as set out in its articles of incorporation on file with the CA Secretary of State, and the state of incorporation
- (h) If the registrants are **state or local registered domestic partners**, insert the full name and residence address of each domestic partner

**** Where four asterisks appear in the form:

- (a) Check whichever of the terms listed on the front of the form best describes the nature of the business

***** Where five asterisks appear in the form:

- (a) 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 under the fictitious business name or names listed

Business and Professions Code Section 17914

The statement shall be signed as follows:

- (a) If the registrant is an individual, by the individual
- (b) If the registrants are husband and wife, by the husband or wife
- (c) If the registrant is a general partnership, limited partnership, limited liability partnership, copartnership, joint venture, or unincorporated association other than a partnership, by a general partner
- (d) If the registrant is a limited liability company, by a manager or officer
- (e) If the registrant is a trust, by a trustee
- (f) If the registrant is a corporation, by an officer
- (g) If the registrant is a state or local registered domestic partnership, by one of the domestic partners

Business and Professions Code Section 17915

The fictitious business name statement **shall** be filed with the clerk of the county in which the registrant has his or her **principal place** of business in this state or, if the registrant has no place of business in this state, with the Clerk of Sacramento County. Nothing in this chapter shall preclude a person from filing a fictitious business name statement in a county other than that where the principal place of business is located, as long as the requirements of this subdivision are also met.

Business and Professions Code Section 17917

Publication for Original, New Filings (renewal with change in facts from previous filing), or Refile

- (a) Within 30 days after a fictitious business name statement has been filed, the registrant shall cause it to be published in a newspaper of general circulation in the county where the fictitious business name statement was filed or, if there is no such newspaper in that county, in a newspaper of general circulation in an adjoining county. If the registrant does not have a place of business in this state, the notice shall be published in a newspaper of general circulation in Sacramento County. The publication must be once a week for four successive weeks and an affidavit of publication must be filed with the county clerk where the fictitious business name statement was filed within 30 days after the completion of the publication.
- (b) If a refiling is required because the prior statement has expired, the refiling need **not** be published, unless there has been a change in the information required in the expired statement, provided the refiling is filed **within** 40 days of the date the statement expired.

Business and Professions Code Section 17922

Abandonment of Fictitious Business Name

- (a) Upon ceasing to transact business in this state under a fictitious business name that was filed in the previous five years, a registrant who has filed a fictitious business name statement **shall** file a statement of abandonment of use of fictitious business name. The statement of abandonment shall be executed in the same manner as a fictitious business name statement, excluding the requirements of subdivisions (d), (e), and (f) of Section 17913 and shall be filed with the county clerk of the county in which the registrant has filed the fictitious business name statement. The statement shall be published in the same manner as a fictitious business name statement and an affidavit showing its publication shall be filed with the county clerk after the completion of publication.

Business and Professions Code Section 17930

Any person who executes, files, or publishes any statement under this chapter, knowing that such statement is false, in whole or in part, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed one thousand dollars (\$1,000).



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

AFFIDAVIT OF IDENTITY – FICTITIOUS BUSINESS NAME STATEMENT

In accordance with Section 17913 of the California Business and Professions Code, the following identifying information is required to file a Fictitious Business Name Statement.

Registrant Name _____

Name of Business _____

Registrant Address _____

Street Address

City

State

Zip Code

Registrant Signature _____

If the registrant is a corporation, a limited liability company, a limited partnership, or a limited liability partnership, the county clerk will require evidence issued by the Secretary of State indicating the current existence and good standing of that business entity.

FOR OFFICE USE ONLY: *To be completed by Deputy County Clerk for in-person filings only*****

ID #: _____ Exp. Date: _____ Deputy Signature: _____

*****For Mail or Third Party Requests Only*****

This certificate must be notarized by a Notary Public for all Mail and Third Party Submissions

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
) ss
County of)

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature

(Seal)



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan
Registrar-Recorder/County Clerk

TO BE COMPLETED BY AUTHORIZED AGENT

In accordance with Section 17913 of the California Business and Professions Code, the following identifying information is required to file a Fictitious Business Name Statement.

The Agent must present ID and sign in the presence of a Deputy County Clerk

Agent Name _____
First Name Last Name

Fictitious Business Name: _____

I, _____, certify under penalty of perjury under the laws of the State of California that I am the
(Print Name)
authorized agent filing this Fictitious Business Name on behalf of the registrant.

Signed on this date: _____, 20____

(Authorized Agent Signature)

To be completed by Deputy County Clerk

Agent ID # _____ Exp. Date _____ Deputy Signature _____

To be completed by the Registrant

I, _____, certify under penalty of perjury under the laws of the State of California that I am
(Print Name)
the registrant filing this Fictitious Business Name Statement and am authorized to submit said statement to the County Clerk's Office for filing. I understand that if I willfully make a false statement on this affidavit, I may be punished by a fine not to exceed one thousand dollars (\$1,000).

I also declare that I am authorizing the agent listed above to submit this Fictitious Business Name Statement on my behalf.

Signed on this date _____, 20____

(Registrant Signature)