

**ASSUMED BUSINESS NAME APPLICATION  
FILING INSTRUCTIONS**

The Assumed Business Name Act 805 ILCS 405/1 requires individuals conducting or transacting a business under any name other than the real names of the owner to file an Assumed Name Certificate with the County Clerk in the county in which the business is located. If the business is a corporation, incorporated, or LLC, you will not file with the County Clerk. Corporations and Limited Partnerships will file with the Illinois Secretary of State (217) 782-7880.

1. Complete the Assumed Business Name Application. Please type or print.
2. All persons owning, conducting or transacting this business must sign the form in the presence of a Notary Public.
3. Make a copy of the application for the newspaper and a copy for your files.
4. Take copy of the completed application and the enclosed letter for the newspaper to a Clinton County newspaper for publication. It will be published for three consecutive weeks. The cost of the publication is yours to assume.
5. Return the original application and a \$5.00 check to the County Clerk's Office. Please write your phone number on your check in case we need to contact you.
6. The newspaper will file in the County Clerk's Office a certificate of publication after the third week of the publication notice.

If you have any questions, please do not hesitate to call.

Sincerely,

Mary Rakers  
Clinton County Clerk

**ASSUMED BUSINESS NAME APPLICATION**

STATE OF ILLINOIS}

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County of Clinton }

This is to certify that the undersigned is (are) conducting and transacting a \_\_\_\_\_

\_\_\_\_\_ business under the name of \_\_\_\_\_  
(business name)

at the following post office address:

\_\_\_\_\_ (business street address)

\_\_\_\_\_ (city, state, zip code)

The true and real full names of all persons owning, conducting or transacting business at such post office address are as follows:

\_\_\_\_\_ (name)

\_\_\_\_\_ (name)

\_\_\_\_\_ (home street address)

\_\_\_\_\_ (home street address)

\_\_\_\_\_ (city, state, zip code)

\_\_\_\_\_ (city, state, zip code)

\_\_\_\_\_ (phone #)

\_\_\_\_\_ (phone#)

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

Signature(s)

\_\_\_\_\_

\_\_\_\_\_

STATE OF ILLINOIS }

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County of \_\_\_\_\_ }

I, \_\_\_\_\_, a Notary Public in

and for said County and State, do hereby certify that \_\_\_\_\_

\_\_\_\_\_ personally known to be the same person(s) whose name(s) appear above and has(have) appeared before me this day and acknowledged that the statements contained therein are true.

(Notary Seal)

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