

## **INSTRUCTIONS FOR COMPLETION OF STATEMENT**

### **BUSINESS AND PROFESSIONS CODE SECTION 17913:**

#### **(Section 1)**

- (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

#### **(Section 2)**

- (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 Clerk of Sacramento County (B&P 17915)
- (c) Mail Box and Post Office Box Numbers **are not acceptable** as business addresses when used alone, without a street address

#### **(Section 3)**

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

#### **(Section 4)**

Check the box that describes the nature of the business (how business is being conducted)

#### **(Section 5)**

- (a) Insert the date on which the registrant first commenced to transact business under the fictitious name or names listed, if already transacting business under that name or names
- (b) Mark the box if not applicable and you have **NOT** yet commenced to transact business under the fictitious business name or names listed

#### **(Section 6)**

The statement shall be signed as follows:

- If the registrant is an individual, by the individual
- If the registrants is a married couple, by either party
- If the registrant is a corporation, by an officer
- If the registrant is a trust, by a trustee
- If the registrant is a limited liability company, by a manager or officer
- If the registrant is a general partnership, limited partnership, co-partners, a limited liability partnership, joint venture, or unincorporated association, other than a partnership, by a general partner
- If the registrant is a state or local registered domestic partners, by one of the domestic partners

A FICTITIOUS BUSINESS NAME STATEMENT GENERALLY EXPIRES FIVE YEARS FROM THE DATE IT WAS FILED: Except, as provided in Section 17923 Business and Professions Code, it expires 40 days after any change in the facts set forth in the statement. However, a mere change in the residence address of an individual, general partner, or trustee does not cause the statement to expire prior to the end of the five-year term.

#### **THE STATEMENT EXPIRES UPON THE FILING OF A STATEMENT OF ABANDONMENT.**

THE STATEMENT DOES NOT EXPIRE IF A WITHDRAWING PARTNER FILES AND PUBLISHES A STATEMENT OF WITHDRAWAL AND ALL OTHER FACTS REMAIN AS ORIGINALLY FILED.

### **INSTRUCTIONS ON PUBLICATION**

**FOR FIRST FILINGS:** WITHIN 45 DAYS AFTER YOUR FICTITIOUS BUSINESS NAME STATEMENT HAS BEEN FILED, THE REGISTRANT SHALL CAUSE IT TO BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN THE COUNTY IN WHICH THE PRINCIPAL PLACE OF BUSINESS IS LOCATED. THE PUBLICATION MUST CONTINUE ONCE A WEEK FOR FOUR SUCCESSIVE WEEKS AND AN AFFIDAVIT OF PUBLICATION FILED WITH THE COUNTY RECORDER WITHIN 45 DAYS AFTER THE COMPLETION OF THE PUBLICATION. THE NEWSPAPER SELECTED SHOULD BE ONE THAT CIRCULATES IN THE AREA WHERE THE BUSINESS IS TO BE CONDUCTED (BUSINESS & PROFESSIONS CODE SECTION 17917) (PARAPHRASED).

**FOR RENEWAL OF 5-YEAR EXPIRATIONS:** IF ANY CHANGE HAS OCCURRED IN THE FACTS IN YOUR ORIGINAL STATEMENT, YOUR NEW STATEMENT IS DEEMED TO BE A FIRST FILING; THEREFORE, IT MUST BE PUBLISHED AS REQUIRED ABOVE. IF NO CHANGES HAVE OCCURRED, PUBLICATION IS NOT REQUIRED. THIS DETERMINATION IS ENTIRELY THE RESPONSIBILITY OF THE REGISTRANT AND SHOULD BE MADE AT THE TIME OF RE-FILING TO PRECLUDE NEEDLESS EXPENSE.

*Any person who executes, files, or publishes any fictitious name statement, knowing that such statement is false, in whole or in part, is guilty of a misdemeanor and upon conviction thereof shall be fined not to exceed one thousand dollars (Section 17930 B&P Code).*

#### **DISCLAIMER**

The office of the County Clerk assumes no responsibility for interpretations of statutes affecting the fictitious business name statement. See Chapter 5 (commencing with Section 17900), Part 3 of Division 7 of the Business and Professions Code.