**Assumed Names**

An assumed name certificate is also known as a "d.b.a." or "doing business as" certificate. Assumed names are indexed by business name and cross indexed by owner's name.

Assumed name certificates are good for 10 years from the date of filing the certificate, or a shorter period of time if stated within the certificate.

Filer is responsible for verifying availability of requested assumed name.

Filing an Assumed Name is filing a **public notice,** it is not a copyright, trademark or incorporated right of ownership. Duplicating a business name is discouraged, but the Clerk's office cannot prevent it.

**Where do I file my assumed name certificate?**

Regardless of where in Texas you are using an assumed name, an assumed name certificate must be filed as follows:

The following types of persons are required to file an assumed name certificate with the county clerk in each county in which a business office is or will be maintained. If the person does not maintain a business office in Texas, then in each county in which the person conducts business

* Sole proprietorship
* General partnership or joint venture
* Estates
* Real Estate Investment Trusts
* Any other type of business entity not included above or those listed below as filing with the secretary of state

Persons who file on the county level should contact the applicable county clerks’ offices for information on fees and on filing a certificate.

The following types of Texas or foreign business entities are required to file an assumed name certificate with the secretary of state.

* Corporations (for-profit, nonprofit and professional) or other incorporated entities
* Limited liability companies (including professional limited liability companies)
* Limited partnerships
* Professional associations
* Limited liability partnerships
* Foreign filing entities

Business entities that file an assumed name certificate with the secretary of state are not required to file an assumed name certificate with the county clerk. House Bill 3609, which became effective September 1, 2019, amended Chapter 71 of the Texas Business & Commerce Code to eliminate the county-level filing requirement for such entities.

The County Clerk's office does not provide directions on how to complete the forms. We recommend you seek legal counsel or the entity requiring you file an Assumed Name.

 **FILING FEE: Payment accepted by cash, cashier's check, money order. Credit cards accepted in person only.**

$23.00 to file Business Name and 1 owner or officer.

$.50 for each additional owner.

$2.00 per copy requested.

$5.00 certification fee.

**ABANDONMENT/WITHDRAWAL FEE:** $23.00

**Copies can be purchased in person at the County Clerk office during regular business hours.**

**Requesting Copies of an Assumed Name Certificate by Mail**

Send your request by mail to our office with the business name & reference number. Copies are $1.00 per page, additional $5.00 for certification if requested. Payment by cashier's check or money order payable to Floyd County Clerk.

All requests will be returned regular USPS, unless you choose to send a prepaid shipping envelope from an expedited service company. Be sure to check their pickup requirements or pick up fee charges as Floyd County will not pay those fees.

Assumed Name certificate files are public record, if you have a local contact, they are welcome to come into our office and get the copies for you. Our regular business hours are M-F 8:00 a.m. to 5:00 p.m., and 8:00 a.m. to 3:00 p.m. on Friday. We are located at 105 S. Main, Floydada, Texas 79235.

**Requesting Copies of an Assumed Name Certificate Online and Payment by Credit Card**

Search the above index for the reference number for the record you need. To submit a request for copies for an Assumed Name certificate and pay via credit card, contact our office at 806-775-1054 with your reference number to verify copy cost for the document you need.  We do not conduct searches by name for the existence of a filing.

Submit your request and payment by credit card using the following link.

Copies are $1.00 per page plus an additional $5.00 for certification, if requested.

Payments by credit card will incur an additional fee from the vendor of $3.95. All requests will be returned regular USPS.

Requests received after 10:00 a.m. will be mailed the next business day.

More information available from the Texas Secretary of State. <http://www.sos.state.tx.us/>