

## **DBA/ASSUMED NAME CERTIFICATE**

Assumed Name Certificates, or DBA (Doing Business As), are filed with the County Clerk. These certificates expire 10 years from the date they are filed. By filing in the County, it does not register the business name with the State. Effective September 1, 2019, Per HB 3609, a business that is a Corporation, Limited Partnership, Limited Liability Partnership or Corporation or a Foreign Filing, will not be filed in the County Clerk's Office. These filings will now be required to be filed with the Secretary of State's Office only. We will file DBA/Assumed Names for individuals doing business. If the certificate is an LLC, LP, or Corporation, we will decline to file it here and direct them to the Secretary of State. It is the responsibility of the applicant to search the assumed name records in the county in which business is to be conducted to ensure no other business has the same name. Duplicating a business name is discouraged, but the Clerk's office cannot prevent it. The County Clerk staff does not provide legal advice or opinions. **Note:** An assumed name is not a business license.

### **FILING FEE**

DBA/Assumed Name Certificates are filed in the Official Public Records in Brown County. DBA/Assumed names are indexed by business name and cross indexed by owner's name. The filing fee is \$26.00.

### **FILING BY MAIL**

You may mail completed assumed name applications, if filing in Brown County, with a money order or cashier's check, payable to Sharon Ferguson, Brown County Clerk. The application(s) must be notarized and contain original signatures.

### **MAILING ADDRESS:**

Sharon Ferguson  
Brown County Clerk  
200 South Broadway, Ste 101  
Brownwood, TX 76801

### **HOURS OF OPERATION**

Monday – Friday 8:30 a.m. to 5:00 p.m.

Tax ID numbers or Sale and Use Permits should be filed with the State Comptroller of Public Accounts. Call 1-800-252-5555 or visit their website at [www.sos.state.tx.us](http://www.sos.state.tx.us)

**DBA/Assumed Name Unincorporated**

**DBA/Assumed Name Abandon**