

INFORMATION REGARDING THE FILING OF A FICTITIOUS BUSINESS NAME STATEMENT

Fictitious Business Name Statement forms can be picked up at the County Clerk/Auditor's office on the second floor of the courthouse in Lakeport and the Clearlake City Clerk's office at Clearlake City Hall. To receive one by mail call 707-263-2311. This is a four-part form on color-coded paper, therefore it cannot be downloaded or faxed.

Be certain the information in the statement is correct and complete before filing it. You cannot make changes to the statement once it has been filed. Any changes would require the filing of a new statement, payment of the filing fees again and publication in a newspaper in Lake County.

When you file a Fictitious Business Name Statement, it does not reserve the name for your exclusive use. The filing is for consumer protection, and is a requirement under Business & Professions Code Section 17900.

The County Clerk's Office cannot refuse to file a Fictitious Business Name Statement because the name is already being used by someone else.

If there is a conflict between business owners using the same or similar names, it becomes a legal matter between the business owners.

Your **RESIDENCE ADDRESS (WHERE YOU LIVE)** must be listed under the registrant information. If the registrant is a corporation, the corporate **STREET ADDRESS** as listed in the articles of incorporation on file with the Secretary of State must be listed.

ALL information contained in the statement is a **PUBLIC** record, including your residence address. Anyone can purchase copies of the statement.

All original filings as well as new filings with a change in the facts from the previous filing must be published. The statement must be published in an adjudicated newspaper, once per week for four consecutive weeks. The first publication must begin within thirty days of the date the statement was filed in the County Clerk's Office. A list of newspapers is available from our office.

The proof of publication is sent by the newspaper to the County Clerk's Office and attached to the original Fictitious Business Name Statement on file in our office.

The statement is a **REFILE WITH NO CHANGES** if **No** information (**including residence address of the owner(s)**) changed from the previous filing. Statements filed as a **REFILE WITH NO CHANGES** do not need to be published provided they are refiled within 40 days of the expiration of the current statement. The customer is responsible for determining whether publication on a refiled statement is required.