

LUCY ADAME-CLARK

COUNTY CLERK



BEXAR COUNTY

BEXAR COUNTY COURTHOUSE
100 DOLOROSA, SUITE 104
SAN ANTONIO, TEXAS 78205

ASSUMED NAME CERTIFICATE INSTRUCTIONS

TO REGISTER A BUSINESS NAME IN BEXAR COUNTY, THE FOLLOWING IS REQUIRED:

1. YOU MUST CHECK THE ASSUMED BUSINESS NAME (DBA) TO ENSURE THAT NO ONE IS CURRENTLY USING THE BUSINESS NAME. YOU MAY CHECK THE ASSUMED BUSINESS NAME IN THE COUNTY CLERK'S OFFICE: IN THE PAUL ELIZONDO TOWER AT 101 W. NUEVA STREET, SUITE B103 OR ON OUR WEBSITE AT WWW.BEXAR.ORG/CountyClerk. THERE IS NO CHARGE TO SEARCH THE NAME IN PERSON OR ON THE WEBSITE.
2. ONCE YOU HAVE VERIFIED THE NAME IS NOT BEING USED YOU CAN PICK UP THE FORM FROM OUR OFFICE OR PRINT IT FROM OUR WEBSITE, FILL IT OUT AND HAVE THE ORIGINAL FORM NOTARIZED. YOU MAY TAKE THE ORIGINAL FORM TO A NOTARY OF YOUR CHOICE, OR THERE IS A NOTARY AVAILABLE TO THE PUBLIC FOR YOUR CONVENIENCE **LOCATED IN THE PAUL ELIZONDO TOWER ON THE 1ST FLR.**
**** THE COUNTY CLERK WILL NOT ACCEPT THE ASSUMED NAME CERTIFICATE FOR RECORDING IF IT IS NOT PROPERLY ACKNOWLEDGED AND NOTARIZED**
3. YOU **MAY HAND CARRY** THE FORM TO THE COUNTY CLERK'S OFFICE, ASSUMED BUSINESS NAME/ DBA OFFICE, TO THE ABOVE ADDRESS. YOU MAY ALSO **MAIL** IT IN, INCLUDING THE FEES TO:

THE BEXAR COUNTY CLERK'S OFFICE, 100 DOLOROSA STE#104, SAN ANTONIO, TEXAS 78205

TO REGISTER THE BUSINESS NAME, THE FILING FEES ARE AS FOLLOWS:

- UNINCORPORATED BUSINESS **\$14.00**
 - ABANDONMENT **\$14.00**
 - ACKNOWLEDGEMENT **\$1.00**
 - EACH ADDITIONAL NAME **\$0.50**
 - COPIES ARE EXTRA
4. THE COUNTY CLERK'S OFFICE KEEPS THE ORIGINAL SIGNED DOCUMENT ON FILE, AFTER IT IS RECORDED. YOU MAY PURCHASE A PLAIN OR CERTIFIED COPY FOR YOUR RECORDS. THE PLAIN COPY IS **\$2.00** AND THE CERTIFIED COPY IS **\$7.00**. PLEASE CHECK WITH YOUR BANK TO DETERMINE IF YOU NEED A PLAIN OR CERTIFIED COPY OF THE DOCUMENT. **TEMPORARY CHECKS ARE NOT ACCEPTED.**
 5. MONEY ORDERS, PERSONAL OR COMPANY CHECKS ARE ACCEPTABLE, AND SHOULD BE MADE PAYABLE TO THE ORDER OF: **LUCY ADAME-CLARK, BEXAR COUNTY CLERK**
 6. PLEASE NOTE THAT THIS OFFICE DOES NOT DO A NAME SEARCH BY TELEPHONE. ALL INQUIRIES MUST BE MADE EITHER IN PERSON OR BY MAIL. A NAME SEARCH REQUESTED BY MAIL REQUIRES A \$5.00 FEE FOR EACH NAME YOU REQUEST TO BE SEARCHED.
 7. **AN ASSUMED BUSINESS NAME IS GOOD FOR TEN (10) YEARS.**

IF WE CAN BE OF FURTHER ASSISTANCE, PLEASE DO NOT HESITATE TO CALL US AT 210-335-2223, MONDAY THROUGH FRIDAY, 8:00AM TO 5:00PM OR CHECK OUR WEBSITE AT WWW.BEXAR.ORG/CountyClerk.