

MERCED COUNTY CLERK
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INSTRUCTIONS FOR COMPLETION OF STATEMENT

BUSINESS AND PROFESSIONS CODE SECTION 17913:

- **CHECK BOX THAT BEST APPLIES TO THE TYPE OF FILING BEING DONE. SELECT "NEW FILING" IF:**
 1. This is the first time a Fictitious Business Name has been submitted
 2. More than 40 days have passed from expiration date of original filing
 3. Any changes in facts from original filing have occurred.
- **CHECK RENEWAL BOX ONLY IF:**
 1. Filing is done on or before 40 days from date of expiration of original filing
 2. No changes to original file have occurred.
- **FICTITIOUS BUSINESS NAME INFORMATION**
 1. Enter fictitious business name
 2. Enter street address of business - Mail Box or Postal Box Numbers **are not acceptable** as business addresses
 3. Enter mailing address - Mail Box or Postal Box numbers may be entered in this section
 4. Only those businesses operating at the same address and under the same ownership may be listed on the same statement.
 - 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.
 - 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 the Clerk of Sacramento County** (B&P 17915)
 5. Enter date the registrant started to transact business under Fictitious Business Name. If no business transactions have begun to date, enter "N/A"(Non Applicable)
- **REGISTRANT INFORMATION**
 1. If the registrant is an **individual**, insert his or her full name and residence address.
 2. If the registrants are **a married couple**, insert the full name and residence address of both parties.
 3. If the registrant is a **general 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...etc.
 4. If the registrant is a **limited partnership**, insert the full name and residence address of each partner.
 5. If the registrant is a **limited liability company**, insert the CA Secretary of State file number, name and address of the limited liability company, as set out in its articles of organization on file with the CA Secretary of State and the state of organization.
 6. If the registrant is a **trust**, insert the full name and residence address of each trustee.
 7. If the registrant is a **corporation**, insert the CA Secretary of State file number, name and address of the corporation, as set out in its articles of incorporation on file with the CA Secretary of State and the state of incorporation.
 8. If the registrants are **state or local registered domestic partners**, insert the full name and residence address of each domestic partner.
- **FILE TYPE**
 1. Check the box on the front of the form that best describes the nature of the business.
- **DECLARATION**
 1. Insert Name of Registrant(s) declaring that all information of the Fictitious Business Name Statement is true and correct pursuant to B&P 17913(5)(c).
- **SIGNATURE(S)**
 1. Signatures of Registrant(s), statement shall be signed as follows:
 - If the registrant is an individual, by the individual
 - If the registrants are a married couple, by one of the parties
 - If the registrant is a general partnership, limited partnership, limited liability partnership, co-partnership, joint venture, or unincorporated association other than a partnership, by a general partner
 - If the registrant is a limited liability company, by a manager or officer
 - If the registrant is a trust, by a trustee
 - If the registrant is a corporation, by an officer
 - If the registrant is a state or local registered domestic partnership, by one of the domestic partners

After county approval, Fictitious Business Name Statements are to be published in a newspaper once a week for 4 consecutive weeks. Within 30 days after filing, please contact a newspaper within the county's general circulation. The newspaper will then send you a proof of publication that either needs to be mailed or brought to the County Clerk Office.