

Fictitious Business Name Publication

****PLEASE READ CAREFULLY****

1. If this is your first filing (or, if it is a RENEWAL and you have made changes since your last filing), you are required to publish the FBN once a week for four consecutive weeks in the county in which the principal place of business is located. It must be published in a newspaper of general circulation and the first publication must appear in the paper within 30 days of your filing date.
2. After publishing is completed, we must receive proof of publication. Discuss this process with the newspaper you select for your publication.
3. This FBN filing is valid for 5 years from the date stamped on the top right-hand corner of the form, unless a change has occurred in the FBN information. Otherwise, a RENEWAL must be filed before the expiration date. We will send you a reminder card when you have approximately 45 days left on your current FBN statement. If during the 5 year period any changes occur, you are given 40 days to re-file, which in turn invalidates your original FBN.
4. A list of acceptable newspapers for publication is attached with phone numbers and addresses for your convenience.

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