

To Complete the Fictitious Business Name Statement PDF Form:

- 1) Make sure the Adobe Acrobat Reader installed on your computer is version 6.0 or greater. To download the latest version of the Adobe Acrobat reader you can go to the following website: <http://www.adobe.com>
- 2) The electronic FBN application is an Adobe PDF form that may be completed prior to printing. (It is recommended that the application is completed prior to printing so that the submitted form will be clear and legible).
- 3) To type, click into the data fields.
- 4) Use the mouse or the tab key to move to the next field.
- 5) Click on the boxes to place a in the required fields.
- 6) Print the application and sign.
- 7) Mail the signed application and any required documentation to:

Contra Costa County

Clerk

555 Escobar Street.

Martinez, Ca 94553

INSTRUCTIONS FOR COMPLETION OF STATEMENT

SECTION 17913 BUSINESS AND PROFESSIONS CODE:

*** Where one asterisk appears in the form on the front side:**

- (a) Insert the fictitious business name or names.
- (b) Only those businesses operated at the same address by same owners may be listed on one statement:

**** Where two asterisk appear in the form on the front side:**

- (a) If the registrant has a place of business in this State, insert the street address of his principal place of business in this State.
- (b) If the registrant has no place of business in this State, insert the street address of his principal place outside the State and file with Clerk of Sacramento County
- (c) Mail Box and Post Office Box numbers are not acceptable as business addresses, when used alone, without a street address.

***** Where three asterisks appear in the form on the front side:**

- (a) If the registrant is an individual, insert his full name and residence address.
- (b) If the registrant is a partnership or other association of persons, insert the full name and residence address of each general partner. (Attach additional sheets, if necessary).
- (c) If the registrant is a business trust, insert the full name and residence address of each trustee (Attach additional sheets if necessary).
- (d) IF REGISTRANT IS A CORPORATION/LIMITED LIABILITY PARTNERSHIP/LIMITED LIABILITY CO., INSERT EXACT NAME AND STATE REGISTERED IN. (ENDORSED COPY OF INCORPORATION/LLC FILING WITH THE SECRETARY OF STATE NEEDED).

- (e) Mail Box and Post Office Box Numbers are not acceptable as addresses when used alone, without a street address.

****** Where four asterisks appear in the form on the front side:**

- (a) Indicate which of the terms best describes the nature of the business.

(b) Signature MUST be that of an appropriate person, i.e. “an individual,” one of the general partners, a trustee or, if a corporation, by an officer, if a Limited Liability Co., a manager or officer.

******* Where five asterisks appear in the form on the front side:**

(a) Insert the date on which registrant commenced to transact business under the fictitious business name or names listed, if already transacting business under the name or names.

(b) If the registrant has not yet commenced to transact business under the fictitious business name or names listed, insert the statement “not applicable”.

A FICTITIOUS BUSINESS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED.

Except, as provided in Section 17923 Business and Professions Code, it expires 40 days after any change in the facts set forth in the statement. However, a mere change in the residence address of an individual, general partner or trustee does not cause the statement to expire prior to the end of the five-year term.

THE STATEMENT EXPIRES UPON THE FILING OF A STATEMENT OF ABANDONMENT.

THE STATEMENT DOES NOT EXPIRE IF A WITHDRAWING PARTNER FILES AND PUBLISHES A STATEMENT OF WITHDRAWAL AND ALL OTHER FACTS REMAIN AS ORIGINALLY FILED.

INSTRUCTIONS ON PUBLICATION

FOR FIRST FILINGS: WITHIN 30 DAYS AFTER YOUR FICTITIOUS BUSINESS NAME STATEMENT HAS BEEN FILED, THE REGISTRANT SHALL CAUSE IT TO BE PUBLISHED IN A NEWSPAPER OF GENERAL CIRCULATION IN THE COUNTY IN WHICH THE PRINCIPAL PLACE OF BUSINESS IS LOCATED.

THE FBN MUST BE PUBLISHED ONCE A WEEK FOR FOUR SUCCESSIVE WEEKS AND AN AFFIDAVIT OF PUBLICATION FILED WITH THE COUNTY CLERK WITHIN 30 DAYS AFTER THE COMPLETION OF THE PUBLICATION. THE NEWSPAPER SELECTED SHOULD BE A ONE THAT CIRCULATES IN THE AREA WHERE THE BUSINESS IS TO BE CONDUCTED. (BUSINESS & PROFESSIONS CODE SECTION 17917) (PARAPHRASED).

FOR RENEWAL OF 5-YEAR EXPIRATIONS: IF ANY CHANGE HAS OCCURRED IN THE FACTS IN YOUR ORIGINAL STATEMENT, YOUR NEW STATEMENT IS DEEMED TO BE A FIRST FILING; THEREFORE; IT MUST BE PUBLISHED AS REQUIRED ABOVE. IF NO CHANGES HAVE OCCURRED, PUBLICATION IS NOT REQUIRED IF FILED WITHIN 40 DAYS OF EXPIRATION OF CURRENT STATEMENT. THIS DETERMINATION IS ENTIRELY THE RESPONSIBILITY OF THE REGISTRANT AND SHOULD BE MADE AT THE TIME OF RE-FILING TO PRECLUDE NEEDLESS EXPENSE.

RESPONSIBILITY: The office of the County Clerk assumes no responsibility for the above interpretation of the law. These are contained in the Business and Professions Code, commencing with Section 17900.

The COUNTY CLERK maintains an index of Fictitious Business Name Statements filed. In order to prevent duplication of Fictitious Business names filed in Contra Costa County, it is your responsibility to view the indices before you file. Certified Copies of any statement on file will be furnished for a fee of \$2.00.

Any person who executes, files, or publishes any fictitious business name statement, knowing that such statement is false, in whole or in part is guilty of a misdemeanor and upon conviction thereof shall be fined not to exceed one thousand dollars. (Sect. 17930 B&P Code)