

INSTRUCTIONS FOR WALK-IN and MAIL-IN REGISTRATION

UNDER THE COPARTNERSHIP ACT

CHANGE OF BUSINESS LOCATION CERTIFICATE

1. PRINT OR TYPE ALL INFORMATION ON THE FORM, except signature. Do not use pencil or red ink.
2. Post Office box numbers are not acceptable for the business address.
3. Print or type the NEW address of the business.
4. Only one signature is required for the new business location change. Sign and date where noted on the form.
5. If filing by mail, please return original along with the \$10.00 filing fee to: Elizabeth Hundley, Livingston County Clerk, 200 E. Grand River Avenue, Howell, MI 48843; ATTN: Assumed Names.
6. The return of a certified copy is not automatic. If you are requesting the return of a certified copy, you must include a self-addressed stamped envelope.
7. PLEASE make check or money order payable to LIVINGSTON COUNTY CLERK. If you walk-in, we also accept cash and credit cards (service fee applies to credit card transactions).
8. If you dissolve your business, you must file a certificate of discontinuance with this office.
9. If there is a change of ownership, a certificate of discontinuance should be filed by the previous owners and the new owners must file a new certificate of copartnership.
10. Forms for change of address or certificate of discontinuance are available at the address listed above and on our website at <https://milivcounty.gov/clerk/dba/>