

## INSTRUCTIONS FOR WALK-IN and MAIL-IN REGISTRATION

### UNDER THE ASSUMED NAME ACT

#### **LEGAL NAME CHANGE (i.e. Legal, Marriage/Divorce)**

1. PRINT OR TYPE ALL INFORMATION ON THE FORM, except signature(s). 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 name in no. 3 along with your residential address.
4. Signature(s) should be placed on the line(s) found at the middle of the form. **ALL LISTED OWNER(S) MUST SIGN THE CERTIFICATE.**
5. SIGNATURE(S) MUST BE NOTARIZED when mailing in your forms. The notary public must legally sign and print or stamp their name and expiration date on each certificate; as well as the name(s) of the person(s) who appeared before the notary. Our office will notarize your signature when you present your photo i.d. in our office.
6. 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.
7. 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.
8. 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).
9. If you dissolve your business, you must file a certificate of discontinuance with this office.
10. If there is a change of ownership, a certificate of discontinuance should be filed by the previous owner(s) and the new owner(s) must file a new certificate of assumed name.
11. 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/>