



## **NOTICE TO REGISTRANT PURSUANT TO SECTION 17924 BUSINESS & PROFESSIONS CODE**

- (1) Your fictitious business name statement must be published in a newspaper within 30 days after the statement has been filed with the County Clerk. The statement must be published once a week for four consecutive weeks and an affidavit of publication filed with the County Clerk within 30 days after publication has been completed. The statement shall be published in a newspaper of general circulation in the County where the principal place of business is located. The statement should be published in a newspaper that circulates in the area where the business is to be conducted. (Section 17917, B&PC)

For renewal of 5-year expiration: If any change has occurred in the facts in your original statement, your new statement must be published as required above. If no changes have occurred, and a new filing is filed within 40 days of expiration of the previous statement, publication is not required. The determination whether or not publication is required is ENTIRELY the responsibility of the registrant. (Section 17917(c) B&PC)

- (2) 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 (\$1,000.) (Section 17930 B&PC)

### **FEES**

Fictitious Business Name Statement - \$35.00 for one business name and one registrant plus \$7.00 for each additional business at the same address; \$7.00 for each additional registrant. Conformed copies - 50¢ a page; Certified copies - \$3.00; Search for Business/Registrant name - \$5.00 per name;

### **INSTRUCTIONS FOR COMPLETION OF STATEMENT (17913 & 17914 B&PC)**

Document must be legibly typed or printed in black ink. **No copies will be returned unless a stamped, self-addressed envelope is provided.**

- 1a. Insert the fictitious business name(s). Only those businesses operated at the same address may be listed on one statement.
- 1b. If the registrant has a place of business in this state, specify the street address of his/her place of business in this state. If the registrant has no place of business in this state, the Fictitious Business Name Statement shall be filed with the County Clerk of Sacramento County – (section 17915, B&PC). The name of the city and county for the business and registrant(s) address, must be spelled out completely.

**Mail box or Post Office Box numbers, when used alone, are not acceptable.**

- 2a. If the registrant is an individual, insert his or her full name (first, middle and last) and residence address.  
If the registrant is a partnership or other association of persons, insert the full name (first, middle and last) and residence address of each general partner.  
If the registrant is a business trust, insert the full name (first, middle and last) and residence address of each trustee, including the name of the trust, (i.e. Mary Smith, Trustee of the Smith Family Trust)

**Mail box or Post Office Box numbers, when used alone, are not acceptable.**

If the registrant is a corporation or a limited liability company, insert the name and address of the corporation / limited liability company as set out in its articles of incorporation / organization, and the state of incorporation / organization.

3. Indicate which of the terms best describes the nature of the business. (i.e. co-partners, individual, corporation, etc.)
4. Indicate in appropriate box whether or not the business is open, and if open, give date business opened.
5. If the registrant is an individual, the statement must be signed by the individual.

If registrant is a partnership or other association of persons, the statement must be signed by a general partner.

If the registrant is a limited liability company, the statement must be signed by a manager or officer.

If the registrant is a business trust, the statement must be signed by a trustee.

If the registrant is a corporation, the statement must be signed by an officer.

### **EXPIRATION OF STATEMENT**

**Notice** – Except as provided in Section 17923 of the Business & Professions Code, the statement 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.

### **LEGAL ADVICE and/or ASSISTANCE**

Neither the County Clerk nor his deputies are permitted by law to give legal advice and/or assistance. The registrant should either consult the Business and Professions Code, which is available at the County Law Library, and may be available at City and/or County Libraries, or seek professional legal assistance.