



PETER ALDANA
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER
www.rivcoacr.org

County Clerk-Recorder
P.O. Box 751
Riverside, CA 92502-0751
(951) 486-7000

PLEASE READ CAREFULLY BEFORE PAYING THE FILING FEE

- The customer is responsible for searching the business name before filing.
- Once the Fictitious Business Name (FBN) is filed, you must begin your publishing within 45 days from the file date. **PLEASE GIVE THE NEWSPAPER ADEQUATE TIME TO PREPARE THE AD.** You must publish once a week for four consecutive weeks. The Clerk's Office will provide you with a newspaper list.
- Once you file your ***FBN***, the Clerk's Office cannot refund your money.
- Once you have left the Clerk's Office after you have filed your ***FBN***, we cannot make ANY changes to your filing. Any changes you need to make will cause a new filing and filing fee. ***NO EXCEPTIONS.***
- When filling out the form, please **PRINT CLEARLY IN BLACK / BLUE INK ONLY.**
- The Clerk's Office cannot tell you what name you can or cannot use except as provided in B&P code 17910.5 sections (a) and (c).
- The Clerk's Office cannot assist you in determining how your business is to be conducted.

The clerk will review the final instructions with you before you leave the office.



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Assessor
(951) 955-6200

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INFORMATION FOR ALL INDIVIDUALS AND FIRMS OPERATING
UNDER FICTITIOUS NAMES:
REQUIREMENTS FOR FILING FICTITIOUS BUSINESS NAME STATEMENT

Chapter 5 (commencing with Section 17900) of Part 3 of Division 7 of the Business and Professions Code, requires the filing of a Fictitious Business Name Statement.

WHO MUST FILE (17910 B&PC)

Every individual, partnership and other associations and corporations who regularly transact business for profit in this state under a fictitious business name.

DEFINITIONS OF A FICTITIOUS BUSINESS NAME (17900 B&PC)

FOR INDIVIDUALS: A name that does not include the surname of the individual. A name that suggests existence of additional owners (such words as "Company," "& Company," "& Sons," "& Associates," "Brothers," but not words that merely describe the business being conducted).

FOR PARTNERSHIPS or other associations of persons other than a limited partnership: A name that does not include surname of each general partner or a name that suggests existence of additional owners (such as "Company," "Brothers," etc.). In the case of an unincorporated association other than a partnership, a "general partner" means a person whose liability in the business is substantially the same as a general partner (17901 B&PC). **Limited Partnerships** – any name other than the name of the limited partnership as on file with the Secretary of State.

FOR CORPORATIONS and LIMITED LIABILITY COMPANIES: Any name other than the corporation name stated in its articles of incorporation; or articles of organization of a limited liability company.

ORGANIZATIONS NOT INCLUDED (17911 B&PC): Non-profit corporations or associations such as churches, labor unions, fraternal and charitable organizations, non-profit hospitals, etc.; and, real estate investment trusts with permits under Section 23000 of the Corporations Code.

WHEN TO FILE (17910 B&PC)

The statement must be filed not later than 40 days from the time business commences to be transacted.

WHERE TO FILE (17915 B&PC)

The fictitious business name statement shall be filed with the County Clerk of the County in which the registrant has his/her principal place of business. If he/she has no place of business in California, it shall be filed with the County Clerk of Sacramento County.

PUBLICATION (17917 B&PC)

Within forty-five days after the statement is filed, the registrant will publish it in a newspaper of general circulation in the county in which the principal place of business is located. "The newspaper selected for the publication of the statement should be one that circulates in the area where the business is to be conducted." (Section 17917(b), Business and Professions Code)

If the county has no newspaper of general circulation, it will be published in an adjoining county. If the registrant does not have a place of business in the state, publication will be made in Sacramento County.

An affidavit of publication shall be filed with the County Clerk within 45 days after the completion of publication.



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EXPIRATIONS (17920 B&PC)

Unless the statement expires earlier under subdivision (b) or (c), a fictitious business statement expires five years from the date it is filed with the County Clerk. The new statement need not be re-published if there has been no change in the information contained in the statement previously filed.

A statement expires 40 days after any change in the facts set forth in the statement.

A statement expires when an abandonment has been filed.

ABANDONMENTS (17922 B&PC)

A person who has filed a fictitious business name statement *shall*, upon ceasing to transact business in this state under that fictitious name, file a statement of abandonment, publish same and file an affidavit of publication. Forms for this purpose are available in the County Clerk's Office.

WITHDRAWAL OF GENERAL PARTNER (17923 B&PC)

A general partner in a partnership having a statement on file may file a statement of withdrawal, publish and file an affidavit of publication. (Publication is not required if dissolution of the partnership has been published pursuant to the Corporations Code.) Forms for this purpose are available in the County Clerk's Office.

TRUSTEES, GUARDIANS, ADMINISTRATORS, ASSIGNEES AND PURCHASERS (17919 B&PC)

Whenever failure to comply with this law would preclude taking legal action to recover monies due, a trustee in bankruptcy, an administrator of the estate, an assignee or purchaser of the business may file the fictitious name statement.

FEES

The fee for filing a fictitious business name statement is \$66.00 for the first fictitious name plus \$2.00 for each additional fictitious name on statement and doing business at same address. This fee covers the cost of one registrant and a certified copy of the filed statement. Additional registrants are \$2.00 each.

The fee for filing a statement of abandonment is \$27.00.

The fee for filing a statement of withdrawal from partnership is \$27.00.

Certified copies of any statement on file will be furnished for a fee of \$2.00.

There are no provisions in the Business and Professions Code for amending or correcting a filed Statement. Therefore, it is the applicant's responsibility to be sure all spelling is correct and legible, and all information is complete. Once the document is filed, **NOTHING** on the document can be changed. **No refunds will be given.**

DISCLAIMER

The office of the County Clerk assumes no responsibility for the above interpretations of statutes affecting the fictitious business name statement. See Chapter 5 (commencing with Section 17900), Part 3 of Division 7 of the Business and Professions Code.

ADDRESS OF COUNTY CLERK

In Western Riverside County the statement may be filed in person at 2724 Gateway Dr., Riverside, 92507; 4080 Lemon St., 1st floor, Riverside, 92501; 880 N. State St., Ste. B-6, Hemet, 92543; 41002 County Center Dr., #230, Temecula, 92591; **or by mail** to P.O. Box 751, Riverside, CA. 92502-0751. In Eastern Riverside County the statement may be filed in person at 38686 El Cerrito Road, Palm Desert, 92211, or at 270 N. Broadway, Blythe, 92225. For hours of operations please visit our website at www.rivcoacr.org.



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Mail To: P.O. Box 751, Riverside, CA 92502-0751 -- (951) 486-7000

OFFICE OF THE COUNTY CLERK

FICTITIOUS BUSINESS NAME STATEMENT

SEE REVERSE SIDE FOR FEES AND INSTRUCTIONS

- USE BLACK INK ONLY -
MUST BE TYPED OR PRINTED
INITIAL CROSS OUTS
NO WHITE OUT ALLOWED

CLERK'S USE ONLY

\$ _____ # _____
Fee Receipt
Comments: _____

COUNTY CLERK'S FILING STAMP

THE FOLLOWING PERSON(S) IS (ARE) DOING BUSINESS AS:

1a. Fictitious Business Name (If more than one business name at same address - Attach Supplemental Sheet)

1b. List COMPLETE Physical Business Address (No P.O. Boxes or Postal Facilities)

1c. Name of County (where business is located)

Mailing Address (If different than business address – optional)

2a. Registrant Information (Individual, Corp., LLC, Gen. Partner, etc.)

If individual-spell out first, middle and last names (use dash if no middle name)

Business Mailing Address (if Corp. or LLC enter the address as set out in its Articles of Inc.)

City State Zip

List State of Corp./LLC. Must be registered in California

2b. Registrant Information (Individual, Corp., LLC, Gen. Partner, etc.)

If individual-spell out first, middle and last names (use dash if no middle name)

Business Mailing Address (if Corp. or LLC enter the address as set out in its Articles of Inc.)

City State Zip

List State of Corp./LLC. Must be registered in California

2c. Registrant Information (Individual, Corp., LLC, Gen. Partner, etc.)

If individual-spell out first, middle and last names (use dash if no middle name)

Business Mailing Address (if Corp. or LLC enter the address as set out in its Articles of Inc.)

City State Zip

List State of Corp./LLC. Must be registered in California

2d. Registrant Information (Individual, Corp., LLC, Gen. Partner, etc.)

If individual-spell out first, middle and last names (use dash if no middle name)

Business Mailing Address (if Corp. or LLC enter the address as set out in its Articles of Inc.)

City State Zip

List State of Corp./LLC. Must be registered in California

3. This business is conducted by: (If More Than four Registrants - Attach Additional Sheet Showing Owner Information)

- ☐ Individual ☐ Married Couple ☐ Trust ☐ Corporation ☐ General Partnership
☐ A Limited Partnership ☐ Co-partners ☐ Joint Venture ☐ Limited Liability Company ☐ Limited Liability Partnership
☐ An Unincorporated Association - other than a partnership ☐ State or Local Registered Domestic Partnership

4. ☐ Registrant has not yet begun to transact business under the fictitious name(s) listed above.

☐ Registrant commenced to transact business under the fictitious business name(s) listed above on _____

I declare that all the information in this statement is true and correct. (A registrant who declares as true any material matter pursuant to Section 17913 of the Business and Professions Code that the registrant knows to be false is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).)

5. Signature(s) _____
(Only one is required)

Typed or Printed Name(s) _____

If LLC/Corp., Title of Manager or Officer _____ QC'D BY: _____

THIS STATEMENT WAS FILED WITH THE COUNTY CLERK OF RIVERSIDE COUNTY ON DATE INDICATED BY FILE STAMP ABOVE

NOTICE-IN ACCORDANCE WITH SUBDIVISION (a) OF SECTION 17920, A FICTITIOUS BUSINESS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT, AS PROVIDED IN SUBDIVISION (b) OF SECTION 17920, WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THIS STATEMENT PURSUANT TO SECTION 17913. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION. THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER FEDERAL, STATE OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONAL CODE).

I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE.

PETER ALDANA

RIVERSIDE COUNTY CLERK

By _____, Deputy

NOTICE TO REGISTRANT PURSUANT TO SECTION 17924 BUSINESS & PROFESSIONS CODE

- (1) Your fictitious business name statement must be published in a newspaper within 45 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 45 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 - \$66.00 for one business name and one registrant plus \$2.00 for each additional business at the same address; \$2.00 for each additional registrant. Customer copies - \$1.00 for the first page and 10¢ for each additional page; Certified copies - \$2.00.

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 business mailing address, must be spelled out completely.
- 2a. If the registrant is an individual, insert his or her full name (first, middle and last) and business mailing address.

If the registrant is a partnership or other association of persons, insert the full name (first, middle and last) and business mailing address of each general partner.

If the registrant is a business trust, insert the full name (first, middle and last) and business mailing address of each trustee, including the name of the trust, (i.e. Mary Smith, Trustee of the Smith Family Trust)

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. 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.