

**INSTRUCTIONS FOR ASSUMED NAME FILINGS  
FOR INCORPORATED BUSINESSES**

**Barbara Simpson  
Coryell County Clerk  
620 East Main Street  
P.O. Box 237  
Gatesville, Texas 76528**

**Pursuant to the Business and Commerce Code:**

**Section 36.11**

“ Any corporation, limited partnership, registered limited liability partnership, or limited liability company which regularly conducts business or renders professional services in this state under an assumed name, or which may be required by law to use and assumed name in this state to conduct such business or render such services, shall file in the office of the **Secretary of State** and (1) if such corporation, limited partnership, registered limited liability partnership, or limited liability company is required to maintain a registered office in this state, in the office of the **county clerk of the county in which such registered office is located and of the county in which its principal office is located if within this state and not the same county where the registered office is located:** or (2) if such corporation, limited partnership, registered limited liability partnership, or limited liability company is not required to or does not maintain a registered office in this state, **in the office of the county clerk of the county in which its office within this state is located** or if the corporation, limited partnership, registered limited liability partnership, or limited liability company is not incorporated, organized, or associated under the laws of this state, **in the office of the county clerk of the county in which its principal place of business in this state is located if not the same as its office, a certificate setting forth:”**

FIRST FILE WITH THE **SECRETARY OF STATE:** THEN IF YOU ARE DOING BUSINESS IN CORYELL COUNTY SEND YOUR LETTER FROM THE **SECRETARY OF STATE** STATING THAT YOU HAVE FILED AN ASSUMED NAME WITH THAT OFFICE AND THE COMPLETED AND NOTORIZED FORM TO FILE WITH THIS OFFICE: Assumed Name forms can be downloaded from this website.

The recording fees will be \$16 for the first page and \$4 for each additional page. A certified copy if needed will be an additional \$6.00. Include a self addressed envelope to return the document.

After **all signatures have been notarized**, the completed Assumed Name form can be mailed to the Coryell County Clerk's Office, P.O. Box 237, Gatesville, Texas 76528 along with the required recording fees. Money orders only.

You will receive the original Assumed Name with the recording information no later than two weeks from the date of filing. If you request and pay for a certified copy it will be mailed the day we process your request, usually on the day it is received.

**YOU MAY ALSO** REGISTER THE BUSSINESS NAME BY COMING INTO THE OFFICE.THE FORM WLLL BE TYPED AND RECORDED WHILE YOU WAIT. BRING WITH YOU THE LETTER FROM THE **SECRETARY OF STATE** STATING YOU HAVE FILED IN THAT OFFICE.

The recording fees will be \$16 for the first page and \$4 for each additional page and \$6.00 for a certified copy.

All **involved parties** must be present at this time. The clerk will acknowledge the signatures and a notary will not be necessary.

The original Assumed Name with the recording information will be returned to you at that time. Certified copies may be request at that time if needed or at a later date from our database.

**ASSUMED NAME RECORDS  
CERTIFICATE OF OWNERSHIP FOR INCORPORATED BUSINESS  
DOING BUSINESS IN CORYELL COUNTY**

**NAME IN WHICH BUSINESS IS OR WILL BE CONDUCTED IN CORYELL COUNTY**

\_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ TEXAS, ZIP \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Residence Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Residence Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_  
Residence Address: \_\_\_\_\_

1. The name of the incorporated business or profession as stated in the **Articles of Incorporation from the Secretary of State.**

\_\_\_\_\_

2. The state, county, or other jurisdiction under the laws of which it was incorporated, if not Texas is: \_\_\_\_\_. The address of the registered office is \_\_\_\_\_

3. The period, not to exceed ten years, during which this assumed name will be used in **Coryell County** is \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 2\_\_\_. (to be filled in when recorded)

4. The corporation is a \_\_\_\_\_  
(type of corporation or professional office)

5.. If this instrument is executed by the attorney-in-fact, the attorney-in-fact hereby states that he has been duly authorized, in writing by his principal to execute and acknowledge this instrument.

\_\_\_\_\_  
INCORPORATED BUSINESS NAME

BY

\_\_\_\_\_  
SIGNATURE OF OFFICER

\_\_\_\_\_  
TYPED OR PRINTED NAME OF OFFICER

STATE OF TEXAS  
COUNTY OF CORYELL

The above signed Authority(s) \_\_\_\_\_ personally appeared and acknowledged the above information to be true and correct: sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

GIVEN UNDER MY HAND AND SEAL this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC STATE OF TEXAS**

**(seal)**

**After Recording Return To:**

\_\_\_\_\_

