

ASSUMED NAME GENERAL INFORMATION

An Assumed Name / DBA (Doing Business As) should be filed in the County Clerk's Office in which business is to be conducted.

The Assumed name certificate forms filed at the county level must include original signatures of each person whose name is to be listed on the certificate and must be signed before a Deputy County Clerk or before a Notary Public before being filed.

It is the responsibility of the applicant to search the assumed name records in the county in which business is to be conducted to ensure no other business has the same name. An applicant may search assumed name documents already filed in Cooke County by appearing in person at the County Clerk's office 101 S. Dixon St. Rm 108 Gainesville, TX 76240. An assumed name certificate is good for 10 years from the date of filing unless a shorter time is specified on the certificate.

The County Clerk staff does not provide legal advice or opinions.

You may obtain more information about assumed names from the Texas Business and Commerce Code. For assumed name filing FAQ's, go to: <http://www.sos.state.tx.us/corp/namefilingsfaqs.shtml>

Note: An assumed name is not a business license. Contact City Hall in the city in which business is to be conducted to find out if a business license is required in that city.

Fees:	Filing Fee:	\$23.00 (Clerk Notary \$1.00 & Each Additional Name Indexed .50)
	Plain Copy	\$1.00
	Certified Copy	\$6.00

Helpful Contact Information:

Texas Economic Development: <https://gov.texas.gov/business>

State Comptroller: www.comptroller.texas.gov
800-531-5441

For an Employer's ID#, go to: <http://www.texasworkforce.org>

Small Business Helpline
800-829-4933

Pam Harrison, Cooke County Clerk
940-668-5438