



# JORDAN Z. MARKS

ASSESSOR/RECORDER/COUNTY CLERK  
COUNTY OF SAN DIEGO

www.sdarcc.gov



## ASSESSOR'S OFFICE

1600 PACIFIC HIGHWAY, SUITE 103  
SAN DIEGO, CA 92101-2422  
(619) 236-3771 • FAX (619) 557-4056

## RECORDER/COUNTY CLERK'S OFFICE

1600 PACIFIC HIGHWAY, SUITE 260  
SAN DIEGO, CA 92101-2400  
P.O. BOX 121750, SAN DIEGO, CA 92112-1750  
(619) 237-0502 • FAX (619) 557-4155

### **PLEASE READ CAREFULLY BEFORE PAYING THE FILING FEE**

- The registrant is responsible for searching the business name availability before filing an FBN Statement.
- When completing the form, **print clearly in BLACK or BLUE INK with NO WHITEOUT.** Strikeouts are acceptable if accompanied with initials.
- Our office cannot provide advice regarding a name that can or cannot be used, except as provided in Business and Professions Code sections 17910.5(a) and (c).
- Our office cannot provide assistance in determining how a business is to be conducted.
- After the FBN Statement has been filed with the County Clerk, the registrant is required to publish a notice in a newspaper of general circulation within 45 days from the filing date. The notice must appear once a week for four consecutive weeks. **Please give the newspaper adequate time to prepare the notice.** We will provide you a list of newspapers if you file in person; the list is available online if you file by mail.
- After the FBN Statement has been filed, no changes can be made to the filing. Any changes or corrections will require a new filing and filing fee. **NO EXCEPTIONS.**
- After the FBN Statement has been filed, we cannot give refunds.

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