

INSTRUCTIONS FOR FICTITIOUS BUSINESS NAME (FBN) STATEMENT

The form must be legible – no erasures or whiteouts. Strikeovers acceptable if accompanied with initials.

Fictitious Business Name Statement Fee Schedule

Filing:	\$54.00	Includes one business name and one business owner on statements
Additional Owner(s):	\$5.00	This fee applies to each additional owner name on the statement except when filing as a married couple
Additional Business Name(s):	\$5.00	Fee applies to additional business names on statement at the same physical location
Additional Copies:	\$2.00 (1st page) \$0.05 (additional pages)	First page and additional page fees apply only to the same document.
Certification:	\$1.00	Additional fee for a certification of copy

1. **IN PERSON:** Registrants will be required to present a completed FBN statement, and show a valid government issued identification.
2. **BY MAIL:** Registrant will be required to submit a completed FBN statement.
3. **OTHER:** Persons presenting FBN statement on behalf of the registrant in person must show a valid government issued identification.

Business and Professions Code section 17913

(1) Where (1) appears on the frontside of the form, insert the fictitious business name or names. Only those businesses operating at the same address and under the same ownership may be listed on one statement.

(2) Where (2) appears on the frontside of the form, if the registrant has a place of business in this state, insert the street address and county, of the registrant's principal place of business in this state. If the registrant has no place of business in this state, insert the street address and county of the registrant's principal place of business outside this state. Mailbox and post office box numbers are not acceptable as the registrant's principal place of business. They are acceptable as the mailing address.

(3) Where (3) appears on the frontside of the form, if the registrant is an individual, insert the registrant's full name and business mailing address. If the registrants are a married couple, insert the full name and business mailing address of both parties to the marriage. If the registrant is a general partnership, co-partnership, joint venture, or limited liability partnership, insert the full name and business mailing address of each general partner. If the registrant is a limited partnership, insert the full name and business mailing address of each general partner. If the registrant is a limited liability company, insert the name and business mailing address of the limited liability company, as set out in its articles of organization on file with the California Secretary of State, and the state of organization. If the registrant is a trust, insert the full name and business mailing address of each trustee. If the registrant is a corporation, insert the name and business mailing address of the corporation, as set out in its articles of incorporation on file with the California Secretary of State, and the state of incorporation. If the registrants are state or local registered domestic partners, insert the full name and business mailing address of each domestic partner. If the registrant is an unincorporated association other than a partnership, insert the name and business mailing address of each person who is interested in the business of the association and whose liability with respect to the association is substantially the same as that of a general partner.

(4) Where (4) appears on the frontside of the form, insert whichever of the following best describes the nature of the business: (a) "an individual," (b) "a married couple," (c) "a general partnership," (d) "a limited partnership," (e) "joint venture," (f) "a corporation," (g) "a trust," (h) "copartners," (i) "a limited liability company," (j) "a limited liability partnership," (k) "an unincorporated association other than a partnership," (l) "state or local registered domestic partners."

(5) Where (5) appears on the frontside of the form, insert the date on which the registrant first commenced to transact business under the fictitious business name or names listed, if already transacting business under that name or names. If the registrant has not yet commenced to transact business under the fictitious business name or names listed, insert the statement, "Not applicable or N/A."

(6) If the registrant is a corporation, acceptable officer titles include President, Vice President, Secretary, Treasurer, CEO, CFO, COO. If the registrant is an LLC, acceptable officer titles include President, Vice President, Secretary, Treasurer, CEO, CFO, COO, Member, Managing Member, and Manager.

Business and Professions Code section 17914

The fictitious business name statement shall be signed as follows: (a) If the registrant is an individual, by the individual. (b) If the registrants are a married couple, by either party to the marriage. (c) If the registrant is a general partnership, limited partnership, limited liability partnership, copartnership, joint venture, or unincorporated association other than a partnership, by a general partner. (d) If the registrant is a limited liability company, by a manager or officer. (e) If the registrant is a trust, by a trustee. (f) If the registrant is a corporation, by an officer. (g) If the registrant is a state or local registered domestic partnership, by one of the domestic partners.

Business and Professions Code section 17915

The fictitious business name statement shall be filed with the clerk of the county in which the registrant has his or her principal place of business in this state or, if the registrant has no place of business in this state, with the Clerk of Sacramento County. Nothing in this chapter shall preclude a person from filing a fictitious business name statement in a county other than that where the principal place of business is located if the requirements of this subdivision are also met.

Business and Professions Code section 17917

(a) Within 45 days after a fictitious business name statement has been filed pursuant to this chapter, the registrant shall cause a statement in the form prescribed by subdivision (a) of Section 17913 to be published pursuant to Section 6064 of the Government Code in a newspaper of general circulation in the county where the fictitious business name statement was filed or, if there is no such newspaper in that county, in a newspaper of general circulation in an adjoining county. If the registrant does not have a place of business in this state, the notice shall be published in a newspaper of general circulation in Sacramento County. (b) Subject to the requirements of subdivision (a), the newspaper selected for the publication of the statement should be one that circulates in the area where the business is to be conducted. (c) If a refiling is required because the prior statement has expired, the refiling need not be published unless there has been a change in the information required in the expired statement, provided the refiling is filed within 40 days of the date the statement expired. (d) An affidavit showing the publication of the statement shall be filed with the county clerk where the fictitious business name statement was filed within 45 days after the completion of the publication.

Business and Professions Code section 17922

(a) Upon ceasing to transact business in this state under a fictitious business name that was filed in the previous five years, a registrant who has filed a fictitious business name statement shall file a statement of abandonment of use of fictitious business name.

Business and Professions Code section 17923

(a) Any registrant who is a general partner in a partnership that is or has been regularly transacting business under a fictitious business name may, upon withdrawing as a general partner, file a statement of withdrawal from the partnership operating under a fictitious business name.

1600 PACIFIC HIGHWAY, SUITE 260, SAN DIEGO, CA 92101
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Jordan Z. Marks
Recorder/County Clerk
County of San Diego
www.sdarcc.gov

Office Use Only

Government-Issued ID Verified

FICTITIOUS BUSINESS NAME STATEMENT

All information on this statement is public information and is required to appear in the newspaper pursuant to Business and Professions Code section 17913.

(1) FICTITIOUS BUSINESS NAME(S): (If more than two names, use FBN Additional Business Name form)

- a. _____
Print Fictitious Business Name
- b. _____
Print Fictitious Business Name

(2) LOCATED AT: _____ / _____ / _____ / _____ / _____
Street Address (No P.O. Box, Postal Facility, or PMB) City State Zip Code County (No Abbreviations)

_____ / _____ / _____ / _____
Business Mailing Address City State Zip Code

(3) REGISTRANT NAME AND BUSINESS MAILING ADDRESS (If Corporation/LLC, name, as registered with Secretary of State) If more than two registrants, use FBN Additional Registrants form.

- a. _____
If Individual - Spell Out First, Middle, and Last Name or Corp/LLC
- _____ / _____ / _____ / _____
Business Mailing Address City State Zip Code
- _____ / _____ / _____ / _____
If Corporation or LLC - Print State of Incorporation/Organization
- b. _____
If Individual - Spell Out First, Middle, and Last Name or Corp/LLC
- _____ / _____ / _____ / _____
Business Mailing Address City State Zip Code
- _____ / _____ / _____ / _____
If Corporation or LLC - Print State of Incorporation/Organization

(4) THIS BUSINESS IS CONDUCTED BY: (Check one)

- | | | |
|---|---|--|
| <input type="checkbox"/> A. An Individual | <input type="checkbox"/> E. Joint Venture | <input type="checkbox"/> I. A Limited Liability Company |
| <input type="checkbox"/> B. A Married Couple | <input type="checkbox"/> F. A Corporation | <input type="checkbox"/> J. Limited Liability Partnership |
| <input type="checkbox"/> C. A General Partnership | <input type="checkbox"/> G. A Trust | <input type="checkbox"/> K. An Unincorporated Association-Other than a Partnership |
| <input type="checkbox"/> D. A Limited Partnership | <input type="checkbox"/> H. Co-Partners | <input type="checkbox"/> L. State or Local Registered Domestic Partners |

(5) REGISTRANT FIRST BEGAN TO TRANSACT BUSINESS UNDER THE NAME(S) ABOVE AS OF*: _____ (Cannot be a future date)
***INSERT N/A IF YOU HAVE NOT YET BEGUN TO TRANSACT BUSINESS** ENTER COMPLETE DATE (MM/DD/YYYY) OR N/A

I declare that all 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).)

(6) Registrant Signature: _____ Printed Name: _____
(Original/Wet Signature Required) (Print Name of Signer)

If a Corporation, Limited Liability Company (LLC), Limited Partnership (LP) or Limited Liability Partnership (LLP), the following must also be completed:

Corporation/LLC Name: _____ Officer Title of Signer: _____
(For list of acceptable titles, see instructions #6)

This statement was filed with the San Diego Recorder/County Clerk as indicated by the file stamp above.

NOTICE: IN ACCORDANCE WITH SUBDIVISION (a) OF SECTION 17920, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS (5) 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 THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. 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 UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE)