

INSTRUCTION FOR COMPLETION OF STATEMENT

TYPE OR CAREFULLY PRINT IN INK (PENCIL NOT ACCEPTABLE)

1. If this is a new business please check the box marked First Filing. If you are re-filing, please check the box marked Renewal Filing and enter your current registration number.
2. Insert the fictitious business name or names if more than one name. Only those businesses operated at the same address may be listed on one statement. Insert exact name of business. If you are registering more than one business located at the same address, list each name. If a business name or a registrant's name includes the words corporation, Incorporated, Corp. or Inc., submit a certified copy of the Articles of Incorporation (a copy is acceptable) or an Affidavit signed under penalty of perjury by one of the officers of the Corporation.
Insert street address of principal place of business (Post Office Boxes are not acceptable). If the registrant has no place of business in this state, insert the street address and county of his or her principal place of business outside this state and file with the Clerk of Sacramento County (B&P 17915).
3. Registrants:
 - If the registrant is an **individual**, insert his/her full name and residence address.
 - If the registrants are **husband and wife**, insert the full name and residence address of both the husband and wife.
 - If the registrant is a **general partnership, co-partnership, joint venture, limited liability partnership, or unincorporated association other than a partnership**, insert the full name and residence address of each general partner.
 - If the registrant is a **limited partnership**, insert the full name and residence address of each general partner.
 - If the registrant is a **limited liability company**, insert the name and address of the limited liability company, as set out in its articles of organization on file with the CA Secretary of State, and the state of organization.
 - If the registrant is a **trust**, insert the full name and residence address of each trustee.
 - If the registrant is a **corporation**, insert the name and address of the corporation, as set out in its articles of incorporation on file with the CA Secretary of State, and the state of incorporation.
 - If the registrants are **state or local registered domestic partners**, insert the full name and residence address of each domestic partner.
4. Check the term that best describes the nature of the business.
5. Insert the date on which the registrant first commenced to transact business under the fictitious business name(s) listed, or insert N/A the registrant has not yet commenced to transact business under the fictitious business name.

Business and Professions Code Section 17914

6. The statement shall be signed as follows:
 - If the registrant is an individual, **by the individual**.
 - If the registrants are husband and wife, **by the husband or wife**.
 - If the registrant is a general partnership, limited partnership, limited liability partnership, co-partnership, joint venture, or unincorporated association other than a partnership, **by a general partner**.
 - If the registrant is a limited liability company, **by a manager or officer**.
 - If the registrant is a trust, **by a trustee**.
 - If the registrant is a corporation, **by an officer**.
 - 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, as long as the requirements of this subdivision are also met.

Business and Professions Code Section 17917

Publication for Original, New Filings (renewal with change in facts from previous filing), or re-file.

- (a) within 30 days after a fictitious business name statement has been filed, the registrant shall cause it to be published 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. The publication must be once a week for four successive weeks and affidavit of publication must be filed with the county clerk where the fictitious business name statement was filed within 30 days after the completion of publication.
- (b) If a refilling is required because the prior statement has expired, the refilling need not be published, unless there has been a change in there information required in the expired statement, provided the refilling is filed **within** 40 days of the date the statement expired.

Business and Professions Code Section 17930

Any person who executes, files, or publishes any statement under this chapter, knowing that such statement is false, in whole or in part, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed one thousand dollars (\$1,000).