



Robin M. O'Connor
Lake County Clerk
18 N. County Street, Rm. 101
Waukegan, IL 60085
(847) 377-2400

ASSUMED BUSINESS NAME

Application Filing Instructions

Necessity of Certificate

The following is an excerpt from Chapter 805 of the Illinois Compiled Statutes 405/1:

No person or persons shall conduct or transact business in this State under an assumed name, or under any designation, name or style, corporate or otherwise, other than the real name or names of the individual or individuals conducting or transacting such business, unless such person or persons shall file in the office of the County Clerk of the County in which such person or persons conduct or transact or intend to conduct or transact such business, a certificate setting forth the name under which the business is, or is to be, conducted or transacted, and the true or real full name or names of the person or persons owning, conducting or transacting the same, with the post office address or addresses of such person or persons and every address where such business is, or is to be, conducted or transacted in the county. The certificate shall be executed and duly acknowledged by the person or persons so conducting or intending to conduct the business.

NOTE: Corporations, limited partnerships and assumed corporate names (Form BCA-4.15/4.20) file with the Secretary of State at cyberdriveillinois.com. You should seek legal advice to determine what filings are necessary in such cases.

Filing Procedures

1. Complete in duplicate the Assumed Business Name Application. Please type or print in black ink.
2. All owners must sign the form in the presence of a Notary Public and have both copies notarized.
3. Return the forms to our office with the \$5.00 filing fee. A date-stamped copy of your filing is issued as your receipt.
4. Take receipt to a Lake County newspaper (refer to reverse side for a list of publishers). For publication as a legal notice once a week for three consecutive weeks. The first publication must appear in the newspaper within fifteen (15) days after the date you filed the form in our office. The newspaper will typeset the legal notice from your date-stamped copy.
5. Within fifty (50) days of the date you filed the Assumed Business Name Application (steps 1, 2, and 3 above) file with our office the original "certificate of publication" issued by the newspaper after the third week of publication. We will issue a receipt for the publisher's certificate you file with us.

Unless proof of publication is filed with the County Clerk, the application of the assumed business name is void.

NOTE: Duplicate Assumed Business Name Certificates require a fee of \$1.50 each.

Publishers List for Legal Notices

LAKE COUNTY JOURNAL

Debbie Kukielski
7717 S. Route 31
Crystal Lake, IL 60014
(630) 427-6276
*Fax: (630) 368-8809
E-Mail: publicnotice@lakecountyjournal.com

DAILY HERALD

Paula Raetzman
P. O. Box 280
Arlington Heights, IL 60006
(847) 427-4671
*Fax: (847) 427-4787
E-Mail: legals@dailyherald.com

PIONEER PRESS / LAKE COUNTY NEWS SUN

Louis Welebob
(866) 399-0537
E-Mail: suburban.legal@tribpub.com

- * Publishers that include a fax number allow Assumed Business Names Application to be faxed to them as long as the publication is being paid for by a credit card. After faxing the information **call** the publisher with the credit card information. The first publication shall be within **15 days** after the certificate is filed in the office of the County Clerk.