

ASSUMED BUSINESS NAME Application Filing Instructions

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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 ilsos.gov. 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. Owner(s) must sign both copies of the application in the presence of a Notary Public.
3. Submit the original Assumed Business name application along with its copy and the \$5.00 filing fee. If paying with a credit or debit card, an additional \$2.50 service fee will be incurred. A date-stamped copy of the application will be issued as the owner's filing receipt.
4. Take the filing receipt to a Lake County newspaper (refer to reverse side for a list of publishers), to publish 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 the owner(s) filed the application in the Lake County Clerk's office. The newspaper will typeset the legal notice from the date-stamped copy of the application.
5. To complete the filing process, within fifty (**50**) days of the date the owner(s) filed the Assumed Business Name application (steps 1-4 above), the Lake County Clerk's office must receive an original certificate of publication from the chosen Lake County newspaper. The certificate of publication must accurately reflect the information that appears on the original Assumed Business Name application. As a courtesy, after the third week of publication, the newspaper will mail to our office the original certificate of publication. If approved, the Assumed Business Name certificate will be mailed to the mailing address on record.

Please note that it is the responsibility of the business owner(s) to make sure the Lake County Clerk's office has received the original certificate of publication. Through official correspondence issued via the U.S. mail, our office will notify the business owner(s) if the original certificate of publication has not been received after fifty (**50**) days from the date the owner(s) filed the Assumed Business Name application.

NOTE: If the original certificate of publication is not received by the Lake County Clerk's office, the Assumed Business Name application is considered void.

Publishers List for Legal Notices

LAKE COUNTY JOURNAL

Debbie Kukielski

7717 S. Route 31
Crystal Lake, IL 60014
(630) 427-6276
E-Mail: lakelegals@shawlocal.com

DAILY HERALD

Paula Raetzman

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

PIONEER PRESS/LAKE COUNTY NEWS SUN

Louis Welebob

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

PURO FUTBOL NEWS

Oscar Zepeda

13 N. Genesee St
Waukegan, IL 60085
(847) 858-7493
E-Mail: ozepeda@purofutbolonline.com

For accuracy, before the publication is printed in the newspaper, instruct the newspaper to provide a proof of the publication, then compare the date-stamped copy of the application to the proof. **NOTE: If the final certificate of publication does not accurately reflect the information that appears on the original Assumed Business Name application, the owner(s) will be asked to submit a new application and publish again until accuracy has been achieved.**

The first publication must appear in the newspaper within fifteen (15) days after the date the owner(s) filed the application in the Lake County Clerk's office. Any publication that appears in the newspaper after the fifteen (15) day window will not be considered for an Assumed Business Name certificate. If the fifteen (15) day window is missed, the owner(s) must file a new, original Assumed Business Name application along with its copy to renew the fifteen (15) day window.

NOTE: Duplicate Assumed Business Name certificates require a fee of \$1.50 each. Assumed Business Name reports require a fee of \$.50 per page. If paying with a credit or debit card, an additional \$2.50 service fee will be incurred.