

DOING BUSINESS UNDER ASSUMED NAME CERTIFICATES

Arkansas law requires that no person shall conduct or transact business in this State under an assumed name or under any designated name or style, corporate or otherwise, other than the real name of the individual conducting or transacting such business, unless the person files a certificate in the office of the County Clerk of the counties in which the person conducts or transacts or intends to conduct the business.

DBA Certificates are filed and recorded in the office of the County Clerk. A person or persons desiring to file a DBA is required to complete the certificate form and sign it before a notary public.

The filing fee for this certificate is \$25.00.

The types of businesses that would typically use the form are sole proprietorships and general partnerships.

Filing the DBA Certificate in the County Clerk's office may be accomplished by:

1. In person; or
2. Mail (provide a self-addressed, stamped envelope accompanied by the \$25.00 filing fee (check or money order))

INSTRUCTIONS:

1. Print the form from the website.
2. Fill out form
 - a. Form must be notarized. The County Clerk's office has notaries on staff to complete this process if you do not have someone to notarize for you.
3. File form with the County Clerk's office and pay the filing fee.

DBA's do not require renewal. They are valid unless withdrawn.