

**OFFICE OF THE MARIN COUNTY CLERK,  
SHELLY SCOTT**

**Monday- Friday 8:00am- 4:00pm**

Please allow enough time to finalize  
your filing prior to 3:30 pm.

## **INFORMATION FOR FILING A FICTITIOUS BUSINESS NAME STATEMENT IN MARIN COUNTY**

Filing a FBN statement makes the identity of the person or entity doing business under the fictitious name/s available to the public.

**WHO MUST FILE:** An individual or a business entity whose principal place of business is in Marin County, must file a fictitious business name (FBN) statement with our office when the name of the business does not include the owner's last name or when the owner of the business name is not apparent.

- A sole proprietorship doing business under a name not containing the owner's last name.
- A partnership or other association name that does not include the surname of each general partner or a name that suggests the existence of additional owners such as "Company," "& Company," "& Son," "& Sons," "& Associates," "Brothers," and the like.
- A limited partnership, corporation, or Limited Liability Company (LLC) will be doing business under a name not stated in the Articles of Incorporation or Articles of Organization filed with the California Secretary of State.
- Filing an FBN, articles of incorporation, or certificate of qualification establishes a rebuttable presumption that the first registrant has the exclusive right to use a certain trade name, if the name is being utilized. (B&P 14411)
- **It is important to perform a thorough legal search of the name you wish to file.** Ensure your business name is not already in use, does not closely resemble an existing business name, or misleads the public. If there is a conflict between owners, it becomes a private legal matter.
- Visit <https://apps.marincounty.org/fbn/search/fbnsearch.aspx> to determine if a business name is available or already in use in Marin County.

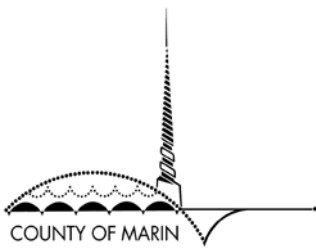
### **FILING**

- Complete all applicable boxes with a dark ink pen.
- **You may NOT use a P.O. Box, postal drop box mailing suite and c/o addresses in box #4. The business mailing address should be listed in spaces 5 through 8, and box 10.**

### **FEES**

- The fee to file a fictitious business name statement is **\$42 for one business name**, includes one registrant/owner name. Multiple business names and owners can be added to the FBN Statement for **\$7 each name or additional business listed**.

### **OVER FOR ADDITIONAL INFORMATION**



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- If you are filing by mail, please write your phone number on your check and make it payable to the Marin County Clerk. When filing by mail please enclose a self-addressed, stamped envelope for the return of your certified copy. If no envelope is provided, we will mail your copies to the address in Section 10.
- **Mailing address: Marin County Clerk Attn: FBN, P.O. Box C, San Rafael, CA 94913**
- If you are filing in office with a credit card, there will be a \$2.50 convenience charge.

**WHEN TO PUBLISHING LEGAL NOTICES:**

- We will return two copies. One certified and 1 copy for the newspaper and to the registrant.
- **Within 45 days** after filing a new business, an existing business making any changes (address, ownership, etc.) or a late renewal (over 40 days) the registrant must **publish the FBN statement** in a Marin County newspaper. The notice must appear once a week for four successive weeks.
- Within 30 days of the last published date, your chosen local newspaper must file an affidavit of publication with the Marin County Clerk.
- The **filing is valid for five years or until the facts in the statement change**, whichever occurs first.

**IT IS THE CUSTOMER'S RESPONSIBILITY TO CONTACT  
THE NEWSPAPER FOR PUBLICATION**

**THE COUNTY CLERKS OFFICE CANNOT RECOMMEND ANY NEWSPAPERS LISTED AND  
ARE NOT ALLOWED TO PROVIDE PUBLICATION FEES INFORMATION**

<b>Marin Independent Journal</b> <a href="https://www.marinij.com/contact-us/">https://www.marinij.com/contact-us/</a> <a href="mailto:Legals@marinij.com">Legals@marinij.com</a> 415-382-7335	
<b>Pacific Sun</b> <a href="https://pacificsun.com/legal/">https://pacificsun.com/legal/</a> <a href="mailto:legals@pacificsun.com">legals@pacificsun.com</a> 415-485-6700 X1149	<b>Pt. Reyes Light</b> <a href="https://www.ptreyeslight.com/advertise/">https://www.ptreyeslight.com/advertise/</a> <a href="mailto:david@ptreyeslight.com">david@ptreyeslight.com</a> 415-669- 1200
<b>The Ark</b> <a href="https://www.thearknewspaper.com/notices">https://www.thearknewspaper.com/notices</a> <a href="mailto:Lpagan@thearknewspaper.com">Lpagan@thearknewspaper.com</a> 415-435-2652	<b>Marin County Post</b> <a href="https://www.dbastore.com/hb.cfm">https://www.dbastore.com/hb.cfm</a> <a href="mailto:Tonya_Peacock@dailyjournal.com">Tonya_Peacock@dailyjournal.com</a> 510-272-4747