

INSTRUCTIONS FOR COMPLETING AND MAILING:

(NOTE: Instruction numbers correspond to FBN form)

1 **Insert the fictitious business name(s):** (B&P 17913(b)(1))
 Only those businesses operated at the same address by the same owners may be listed on one statement.
If your business will be conducted as a:
 Corporation, you must attach an endorsed copy of your Articles of Incorporation;
 Limited Liability Company, you must attach an endorsed copy of your Articles of Organization;
 Limited Partnership, you must attach an endorsed copy of your Certificate of Limited Partnership; or
 Limited Liability Partnership, you must attach an endorsed copy of your Certificate of Limited Liability Partnership
 which indicates the name on file with the California Secretary of State’s Office. (B&P Code Section 17910.5)

2 **Insert the street address of the principal place of business:** (B&P 17913 (b)(2))
 If the registrant has a place of business in this state, insert the street address of his or her principal place of business in this state. **Post Office Boxes are not acceptable.**
 If the registrant has no place of business in this state, insert the street address of his or her principal place of business outside of California and file with the Clerk of Sacramento County.
Insert the mailing address of the business:
 This address will be used to send notices, whether required or as a courtesy of this county to provide such notices and Post Office boxes are acceptable. **Do not enter the word “same” for an address.**

3 **Insert the name of the registrant(s):** (B&P 17913(b)(3))
 If the registrant is an individual, insert the full name and residence address.
 If the registrant is a husband and wife, insert the full name and residence address of each.
 If the registrant is a state or local registered domestic partnership, insert the full name and residence address.
 If the registrant is a partnership or other association of persons, insert the full name and residence of each general partner.
 If the registrant is a limited liability company, insert the name of the limited liability company as set out in its articles of organization and the state of organization.
 If the registrant is a trust, insert the full name and address of each trustee.
 If the registrant is a corporation, insert the name of the corporation as set out in its article of incorporation and the state of incorporation.

4 **Insert the one-letter code that best describes how the business is being conducted (please see Page 2 for in-depth descriptions of the following ways to file):**
 (B&P 17913(b)(4))

A	Individual	E	Unincorporated Association	I	Husband and Wife
B	General Partnership	F	Corporation	J	Joint Venture
C	Limited Partnership	G	Trust	L	Domestic Partners
D	Limited Liability Company	H	Co-Partners	M	Limited Liability Partnership

5 **Insert the date the business commenced to transact business:** (B&P 17913(b)(5))
 Please use this format: mm/dd/yyyy. If the business has not started, enter “Not Applicable”.

6 **Insert the signature of registrant:** (B&P 17914)
 If the registrant is an individual, the statement shall be signed by the individual;
 If the registrant is a husband and wife, the statement shall be signed by one of the individuals;
 If the registrant is a state or local registered domestic partner, the statement shall be signed by one of the individuals;
 If a partnership or other association of persons, by a general partner;
 If a limited liability company, by a manager or officer; if a trust, by a trustee;
 Or if a corporation, by an officer.

Insert a daytime telephone number and the name and title of officer, if applicable.

****Please note: Our office does not accept strikeovers, whiteouts or alterations made on a Fictitious Business Name Statement Form, Abandonment Form, or Withdrawal Form. Forms sent to our office with such alterations will not be processed and will be sent back for completion of a new form.**

Carefully review your completed filing, make sure you spell all information correctly, indicate everyone you wish to include as registrants, and be certain as to the exact location and mailing address of your business.

No changes will be made to your statement once it is received in our office. If there are corrections, additions, and/or changes, you will be required to re-file your statement and pay the appropriate fees again.

FICTITIOUS BUSINESS NAME STATEMENT FEES	
Initial or renewal of Fictitious Business Name, includes one business and one registrant	\$35.00
Additional Business Name (fee is for each additional business name)	6.00
Additional Registrant (fee is for each additional registrant)	6.00
Statement of Abandonment of Use of Fictitious Business Name	18.00
Statement of Withdrawal from Partnership Operating Under a Fictitious Business Name	18.00
Photo copy of any Fictitious Business Name Statement on file	.75
Certified copy of any Fictitious Business Name Statement on file	2.00

INSTRUCTIONS FOR FILING BY MAIL	
Sign and mail the completed form to:	COUNTY CLERK OF KERN COUNTY 1115 TRUXTUN AVENUE BAKERSFIELD, CA 93301
Enclose the following items:	
#1.	One (1) original FBN, with original signature,
#2.	Fees, either by check or money order; payable to the Kern County Clerk, and
#3.	A stamped, self-addressed envelope.

NOTICE TO REGISTRANT

Business & Professions Code Section 14411

The filing of any fictitious business name statement by a person required to file such statement pursuant to Section 17910 shall establish a rebuttable presumption that the registrant has the exclusive right to use as a trade name the fictitious business name, as well as any confusingly similar trade name, in the county in which the statement is filed, if the registrant is the first to file such a statement containing the fictitious business name in that county, and is actually engaged in a trade or business utilizing such fictitious business name or a confusingly similar name in that county. The rebuttable presumption created by this section shall be one affecting the burden of producing evidence.

Business & 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).

Business & Professions Code Section 17920

(a) Unless the statement expires earlier under subdivision (b) or (c), a fictitious business name statement expires five years from the date it was filed in the office of the county clerk. (b) Except as provided in Section 17923, a fictitious business name statement expires 40 days after any change in the facts set forth in the statement pursuant to Section 17913, except that a change in the residence address of an individual, general partner, or trustee does not cause the statement to expire. (c) A fictitious business name statement expires when the registrant files a statement of abandonment of the fictitious business name described in the statement.

Business & Professions Code Section 17917

(a) Within 30 days after a fictitious business name statement has been filed pursuant to this chapter, the registrant shall cause a statement in the form prescribed by subdivision (a) of Section 17913 to be published pursuant to Government Code Section 6064 in a newspaper of general circulation in the county in which the principal place of business of the registrant is located, or, if there is no such newspaper in that county, then in a newspaper of general circulation in an adjoining county. If 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. (b) If a refiling is required because the prior statement has expired, the refiling need not be published, unless there has been a change in the information required in the expired statement, provided the refiling is filed within 40 days of the date the statement expired.

Business & Professions Code Section 17922

Upon ceasing to transact business in this state under a fictitious business name that was filed in the previous five years, a person who has filed a fictitious business name statement shall file a statement of abandonment of use of fictitious business name. The statement shall be executed and published in the same manner as a fictitious business name statement and shall be filed with the county clerk of the county in which the person has filed his or her fictitious business name statement.