

ASSUMED NAME APPLICATION

How do I file for an Assumed Name?

Assumed names may be filed at the Val Verde County Courthouse, 400 Pecan Street, Del Rio, Texas.

Step 1: Write down the name you plan to call your business. Write it exactly as you wish to see it; consider spaces, commas, periods, etc.

Step 2: Search the County records for that exact name in the Assumed Name Books. A computer list is also available and our Deputy can assist you with the search. If you **did not** find your company name in the filings (books or computer), proceed to Step 3.

Step 3: Fill out the assumed name form, sign it, have it notarized and file it after paying the filing fee.

How much does it cost to register an assumed name?

Filing or Re-filing fee: \$17.00

Withdrawal Fee: \$16.00

How do I pay for my assumed name?

Accepted forms of payment: Cash, Money Order, Cashier's Check. (Personal & Out-of-Town Checks are not accepted.)

How do I search for an Assumed Name?

You can search for an assumed name by looking in the Assumed Name Books located in the County Clerk's Office or you can also use the Computer in our Records room. Reminder: Make sure you search the property records also since some Assumed Names (those who have received an ID# from the State) can be recorded in the property records.

The Val Verde County Clerk's Office **does not** conduct searches over the phone.

Assumed names are indexed by business name and owner's name.

Why must I register an Assumed Name?

Each business in the County must file an Assumed Name Certificate (also known as "d.b.a." or "doing business as") with the County Clerk's Office so a record of the business is available.

Assumed name certificates are good for 10 years from date of filing the certificate.

*This information is being provided to you as a community service by:
Generosa (Janie) Ramon
Val Verde County Clerk, Del Rio, Texas.*