

OFFICE OF WANDA BURKE
ANDERSON COUNTY CLERK
500 N. CHURCH ST - RM 10
PALESTINE, TEXAS 75801
PHONE: (903) 723-7432

INSTRUCTION SHEET FOR ASSUMED NAME CERTIFICATE

1. Make a search of the assumed name records to assure that the business name you have chosen is not already being used.
2. Certificate must be TYPE OR PRINTED IN BLACK INK in order to be microfilmed properly once it is filed
3. You must be able to read certificate, if printed.
4. Unless the business is a corporation, all persons listed must sign, and their signature must be notarized.
5. The County Clerk's office can acknowledge this document.
6. The filing fee required to file this document will be \$16.00 plus \$.50 extra for each additional name after one (1), or if the document had additional pages added for notarization of additional names, the fee will be \$4.00 per page.
7. Should you need certified copies; the fee will be \$1.00 per page, plus \$5.00 for the certification.
8. Once the document is filed, it will take time to process it, and then the original will be returned to you.
9. Any further questions should be directed to an attorney for legal advice.