

**DBA (DOING BUSINESS AS)**  
**CONDUCTING BUSINESS UNDER AN ASSUMED NAME**

The County Clerk's office keeps record of business names filed in Antrim County. Although it is not required for running a business in the state and conveys no tax or business license number, filing a DBA form protects the business name from being used by anyone else, but only in the county in which the form is filed. Banks and financial institutions, however, will probably ask for a copy of the DBA form when a business applies for a checking account using the business name. *The DBA is good for 5-years*, at which time a reminder is sent out for renewal **There is a \$10 filing fee.**

**FOR FURTHER INFORMATION CONCERNING STARTING A BUSINESS IN THE STATE OF MICHIGAN YOU MAY CONTACT:**

**Michigan Small Business and Technology Development Center**  
**(A partner program of the U.S. Small Business Administration)**

**Telephone: 1-877-873-4567**  
**Web Site: [www.michigan.org](http://www.michigan.org)**

**DBA FORM INSTRUCTIONS**

You may pick up a DBA Form at the County Clerk's office  
OR  
You may print a blank DBA Form from the computer (see "DBA Form")

**Fill in the following information –**

1. Name of Business
2. Address of Business  
Please fill in Mailing Address, if different

Individuals

3. Printed Names of Person or Persons doing business, along with home post office address of each

General

4. For Partnership DBA's
  - (a) Fill in whether or not the business "IS" or "IS NOT" a partnership
  - (b) Fill in length of time General Partnership is to continue
5. Signatures of ALL persons listed on DBA Form.

**ALL SIGNATURES MUST BE NOTARIZED.** You may bring unsigned DBA Form to the County Clerk's Office – a Notary is available to witness your signature(s). **IF COUNTY CLERK'S OFFICE IS TO NOTARIZE YOUR SIGNATURE, THE DBA FORM MUST BE SIGNED IN PERSON BY ALL PERSONS LISTED.**

COMPLETED DBA FORM MAY BE MAILED OR BROUGHT IN BY PERSON TO:

Antrim County Clerk's Office  
County Building  
Bellaire, Michigan 49615

Mailing Address - PO Box 520  
Bellaire, Michigan 49615

**FILING FEE FOR DBA - \$ 10.00** Make all checks out to "Antrim County Clerk"

At the time of filing, you will receive 2-certified copies of your DBA Form for your records.

**DBA's ARE GOOD FOR 5-YEARS.** A Notice of Expiration will be sent to you from this office at time of expiration.

**BUSINESS REGISTRATION CERTIFICATE  
PERSON CONDUCTING BUSINESS  
UNDER ASSUMED NAME OR PARTNERSHIP**

D.B.A. File No. \_\_\_\_\_  
 Certificate Expiration \_\_\_\_\_  
 Certificate Filed \_\_\_\_\_  
 Dissolved \_\_\_\_\_

*County of Antrim, Office of County Clerk  
 P.O. Box 520, Bellaire, Michigan 49615*

THE UNDERSIGNED, hereby certifies, under the provisions of P.A. No. 101, P.A. of Michigan, for the year 1907, as amended, that the following person (or persons) now owns, carries on, conducts or transacts, or intends to own, carry on, conduct, or transact a business, or maintain an office or place of business, in the County of Antrim, State of Michigan, under the name, designation or style set forth below:

**FILING FEE: \$10.00**

1. Name of Business \_\_\_\_\_  
 2. Address of Business \_\_\_\_\_  
 Mailing Address, if different \_\_\_\_\_

**INDIVIDUAL**

3. NAME OF PERSON OR PERSONS, owning, conducting, transacting, or composing the above business, and the home post office address of each.

NAME OF PERSON

RESIDENCE ADDRESS (Street, City, State, Zip Code)

(Print) \_\_\_\_\_  
 (Print) \_\_\_\_\_  
 (Print) \_\_\_\_\_  
 (Print) \_\_\_\_\_

**GENERAL**

4. PARTNERSHIP CERTIFICATE. The Undersigned hereby certify under the provisions of P.A. No. 164, of Michigan for the year 1913, as amended, that:

- (a) The Business mentioned herein (Insert "IS" or "IS NOT") \_\_\_\_\_ a Partnership.
- (b) Length of Time General Partnership, is to Continue. (Insert either the Term agreed on by the Partners, or the statement "not limited". \_\_\_\_\_)

5. SIGNATURES OF ALL PERSONS LISTED ABOVE – (Signature) \_\_\_\_\_  
 Acknowledged before a Notary Public (Signature) \_\_\_\_\_  
 (Signature) \_\_\_\_\_  
 (Signature) \_\_\_\_\_

STATE OF MICHIGAN Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
 A.D., 20\_\_ by all the persons listed above.

COUNTY OF ANTRIM (Signature) \_\_\_\_\_  
 (Print) \_\_\_\_\_  
 Notary Public, Antrim County, Michigan  
 My Commission Expires: \_\_\_\_\_

(Form below for use of County Clerk)

STATE OF MICHIGAN ) I, Laura Sexton, Clerk of the County of Antrim and the Circuit Court thereof, do hereby certify  
 )ss that I have compared the foregoing copy of Business Registration Certificate with the original  
 COUNTY OF ANTRIM ) record in my office, and that the same is a correct transcript therefrom, and of the whole of  
 such original.  
 IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said Circuit  
 Court, at the Village of Bellaire, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_.

**Laura Sexton, Antrim County Clerk, by:** \_\_\_\_\_  
 COUNTY CLERK/DEPUTY COUNTY CLERK