



CHAMBER
OF
COMMERCE

Assumed Names Procedures

Renaissance Tower - 1201 Elm Street, 22nd Floor, Suite 2200G, Dallas, TX 75270

Phone: (214) 653-7099 • Fax: (214) 653-7176

Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday (except for [Court Approved Holidays](#))

Additional Assumed Name Information

- [Procedures for Assumed Names](#)

<https://www.dallascounty.org/government/county-clerk/assumed-names-procedures.php>

- [Certificate of Ownership for Unincorporated Business or Profession](#)

<https://www.dallascounty.org/government/county-clerk/certificate-of-ownership-for-unincorporated-business-or-profession.php>

- [Assumed Name Certificate for an Incorporated Business or Profession](#)

<https://www.dallascounty.org/government/county-clerk/assumed-name-for-an-incorporated-business-or-profession.php>

- [Withdrawal Notice of an Assumed Name](#)

<https://www.dallascounty.org/government/county-clerk/withdrawal-notice-of-an-assumed-name.php>

IMPORTANT: Post COVID-19 Processes

Because of social distancing and new occupancy order, only the person who requires assistance to record or obtain records will be allowed in the office unless you are assisting the elderly.

Assumed Name Applications must be completed online and properly notarized prior to coming to the office. We do not accept personal checks; money order, cashier's checks or credit cards only.



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Assumed Name Application

<http://dallastx.eforms.kofile.com/48113/ANUnincorporated/>

To file or record a business name (Assumed Name or Doing Business As) with the Dallas County Clerks office, you must come into the County Clerks office.

1. The owner must be present and;
2. Have with them valid government issued ID;
3. Complete the form (Assumed Name Application) and have it acknowledged by a deputy.

General Steps to Follow:

- Decide on the name of your business.
- Search the County Assumed Names records for the availability of the name of the business at <https://dallas.tx.publicsearch.us/>
- It is always best to search all variations of the business name.

Example: the name Dandz should be searched d and z, dandz, z&z, d&z.

Walk In: Complete form; all owners must be present with valid government issued ID in order to have the form recorded.

Mail In: Submit a written request for the Assumed Name form along with a self-addressed stamped envelope. *Please indicate if you need the Incorporated or the unincorporated form.*

Have the form notarized and mail to:

John F. Warren, County Clerk
Attention: Assumed Name Department
Renaissance Tower, 22nd Floor
1201 Elm Street
Dallas, Texas 75270



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Filing Fees:

- The filing fee is **\$24.00** and **.50 for each additional partner** (*owner*) after the first.
- Add a **\$2.00 Acknowledgement fee** if the deputy takes the acknowledgment instead of a notary.

For additional information, visit our [Assumed Name FAQ](#) page:

<https://www.dallascounty.org/government/county-clerk/assumed-names-faqs.php>