

TRADE NAME REGISTRATION

GENERAL INFORMATION

Georgia law **REQUIRES** that every person, firm or partnership carrying on this state any trade or business under any name which does not disclose the individual ownership of the trade, business or profession **SHALL** before commencing to do business, file a registration statement in the office of the Clerk of Superior Court and that notice of such filing **SHALL** be published in the legal organ of the county once a week for two weeks.

The law further provides that any person or entity subject to such law carrying on any trade or business without registration as required shall be guilty of a misdemeanor and may be subject to other penalty or forfeiture.

O.C.G.A. 10-1-493.

IT SHOULD NOT BE ASSUMED THAT REGISTRATION UNDER SUCH LAW NECESSARILY “SECURES” OR “PROTECTS” THE USE OF THE NAME REGISTERED EXCLUSIVELY TO THE USE OR BENEFIT OF THE PERSON FILING THE REGISTRATION. AS THE LAW CONCERNING PROTECTION OF TRADE NAMES IS COMPLEX AND RIGHTS IN AND TO ANY NAME MAY DEPEND ON THE FACTUAL CIRCUMSTANCES IT IS SUGGESTED YOU CONSULT YOUR LEGAL ADVISOR FOR GUIDANCE IN THE EVENT YOU ARE CONCERNED WITH PROTECTING THE USE OF SUCH NAME. IT SHOULD NOT BE ASSUMED THAT REGISTRATION WILL INSURE THAT THE COUNTY WILL ISSUE ANY BUSINESS LICENSE OR ZONING VARIANCE TO ALLOW THE CONDUCT OF SUCH BUSINESS.

The Deputy Clerks will be happy to assist with the filing of your registration statement. Deputy Clerks are however prohibited from giving legal advice on such complex legal issues.

Registration Filing Fee: \$172.00

Cash, Attorney/Law Firm Checks ONLY or Certified Funds

Made Payable to: CLERK OF SUPERIOR COURT

****Credit/Debit Cards for In-Office Filings ONLY**

****Includes an additional Service Fee of 2.45%**

Separate Publication Fee Required at Time of Filing: \$40.00

Check or Money Order ONLY – NO Cash and/or Credit Cards Accepted

Made Payable to: GWINNETT DAILY POST

BOOK _____
PAGE _____

**GWINNETT SUPERIOR COURT
TRADE NAME REGISTRATION**

PERSONALLY APPEARED THE UNDERSIGNED WHO ON OATH DEPOSES AND SAYS THAT:

* _____
(Name of proprietor or corporate name if corporation)

* _____
(Physical Address of proprietor or parent corporation)

* _____
(contact number) (Email if available)
=====

* _____
(Name of 2nd proprietor or corporate name if corporation)

* _____
(Physical Address of 2nd proprietor or parent corporation)

* _____
(contact number) (Email if available)
=====

IS/ARE DOING BUSINESS IN GWINNETT COUNTY, GEORGIA UNDER THE NAME OF:

*TRADE NAME: _____

*PHYSICAL ADDRESS: _____

*CONTACT NUMBER: _____ EMAIL: _____

*(Trade name address is in _____ County)

* Nature of business: _____

Signature of authorized person making declaration

Printed name of authorized person making declaration

Sworn to and subscribed before me
This ____ day of _____, 20____

Notary Public or Deputy Clerk

FEES Due at Time of Registration:

\$172.00 Filing Fee to: **Clerk of Superior Court**
Cash, Attorney/Law Firm Checks **ONLY** or Certified Funds
Credit/Debit Cards for In-Office Filings **ONLY
**Includes an additional Service Fee of 2.45%

SEPARATE FEE Due at Time of Registration:

\$40.00 PUBLICATION FEE to: **GWINNETT DAILY POST**
Check or Money Order **ONLY** - **NO Cash or Credit Cards**

INSTRUCTIONS FOR TRADE NAME REGISTRATION

APPLICATION:

- Please completely fill out the Trade Name application.
*Physical Addresses Only - PO Box is Unacceptable
- Have it notarized where indicated on the application.
- **ALL Signatures Must Be Original - Pen on Paper Signatures NO PHOTOCOPY**

FEE:

- **Include \$172.00 Attorney/Law Firm Check, Cashier's Check or Money Order for Filing Fee**
Made Payable to: Clerk of Superior Court **In-Office Only Cash or Credit/Debit Card
****There is an Additional Service Fee of 2.45% on All Card Transactions**
- **Include a Separate Check, Cashier's Check or Money Order for \$40.00**
Made Payable to: Gwinnett Daily Post
****NO Cash and/or Credit/Debit Cards Accepted**

MAIL-IN: PLEASE RETURN ALL DOCUMENTS WITH BOTH FEES TO:

GWINNETT SUPERIOR COURT
NOTARY/TRADE NAME DIVISION
P. O. BOX 880
LAWRENCEVILLE, GA 30046

ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE TO RETURN YOUR COPIES OF THE APPLICATION ONCE WE HAVE SIGNED AND SEALED IT.

THANK YOU,

NOTARY/TRADE NAME DIVISION