

TRADE NAME REGISTRATION

Georgia law (O.C.G.A. 10-1-490) requires every, "person, firm, or partnership, carrying on in this state any trade or business under any trade name or partnership name or other name" to register the trade name of the business with 30 days from "commencing to do business. " As provided by law, the registration shall be filed with the Clerk of the Superior Court "of the county in which the business is chiefly carried on or, in the case of a domestic corporation using any name other than its corporate name, in the county of its legal domicile."

The registration statement should provide the name or names and addresses of the person(s), firm, or partnership owning and carrying on said trade or business and state the nature of the business being carried on and the trade, partnership, or other name used. Upon any change of ownership, a new and amended statement of registration must be filed with the Clerk of Superior Court.

The fee for filing the registration is \$175. A publication fee of \$40 is required for publication in the paper in which the Sheriff's advertisements are printed once a week for two weeks. Both fees are payable to the Bibb Superior Court Clerk.

We accept cash (no \$100 bills), business checks, money orders, cashier's checks, and debit/credit cards (3% service fee applies).

Out contact/mailing information is:

Bibb County Superior Court Clerk's Office
601 Mulberry Street, Suite 216
P.O. Box 1015
Macon, GA 31202
Phone: 478-621-6527
Fax: 478-621-6033

TRADE NAME CANCELLATION

To cancel a trade name registration, submit a completed Affidavit to Cancel a Trade Name form to the Clerk of Superior Court. The cost for filing the cancellation is \$25.00.

The staff of the Bibb County Superior Court Clerk's Office cannot provide any legal advice. If you have any questions or concerns about the language or use of the forms you are filing or your legal rights, it is strongly recommended that you seek legal advice from an attorney licensed to practice law in this state.

PLEASE PRINT OR TYPE

Contact Phone Number: _____

**GEORGIA, BIBB COUNTY
TRADE NAME REGISTRATION**

Personally, appeared before me, _____
(Print 1st Applicant's Name)

Who on oath deposes and says that _____
(Name of Business / Corp.)

Address _____
(Complete Home Address unless Corp.)

And _____
(Print 2nd Applicant's Name if applicable)

Address _____
(Complete Home Address unless Corp.)

Doing business in Bibb County, Georgia at:

Complete Business Address – (No Post Office Box)

Under the name and style of _____
(DBA / Trade Name of Business)

The business to be carried on is _____
(Type of Business)

This affidavit is made in accordance with the Laws of the State of Georgia

(1st Applicant's Signature)

(2nd Applicant's Signature, if applicable)

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

Filed in Office
This ____ day of _____, 20____

Notary Public
My commission expires: _____

CLERK

