



**COUNTY CLERK**  
**JOHNSON COUNTY, TEXAS**  
2 N. Main St., Rm B15  
Cleburne, TX 76033  
817-202-4000 Ext. 2531



## **ASSUMED NAME FORM INSTRUCTIONS**

*COUNTY CLERK STAFF CANNOT GIVE LEGAL ADVICE*

### **Business Name Section**

- Print legibly or type the assumed name on the first line of the Assumed Name form.
- Print legibly or type the physical address of the business.
- Print legibly or type the number of years during which the assumed name will be used. (10 Max)

### **Business Structure Section**

- Check the appropriate box under for how the business or professional service is being will be conducted. The County Clerk staff cannot advise.

### **Certificate of Ownership Section**

- Complete Execution of Certificate Section. Legibly print or type name and physical residential address of each owner. **(Do not list a PO Box in this section)**
- Provide return mail envelope or place a check mark next to the return address. If not specified, default return address will be the first owner address listed.

### **Notarized Signature Section**

- All owners' signatures must be notarized. There is no Notary Public at the Courthouse.

### **Fees & Recording the Document**

- Only the original notarized document may be recorded by the County Clerk.
- Recording fee is \$22.50 for one owner and \$.50 for each additional owner. (No personal checks) Visa or MasterCard credit accepted with 5% additional fee.
- Record Assumed Names in person Monday-Friday from 8:00am-4:30 P.M. (**Our office is closed from 12:00 -1:00 P.M. for lunch**) in Room B15 of the Historic Courthouse located at 2 N. Main St., Cleburne, TX 76033, or in Room 103 at the Burleson Sub-Courthouse located at 247 Elk Dr., Burleson, TX 76028.
- Record Assumed Names by mail by sending the original notarized document with the appropriate fees to:  
Johnson County Clerk  
ATTN: Recording  
P.O. Box 1986  
Cleburne TX 76033.

Do not mail cash

- The original will be returned by mail in approximately 1 week.

\*\*\* An Assumed Name is not a business license. Contact City Hall in the city in which the business is to be conducted to find out if a business license is required and research State and Federal licensing requirements.

\*\*\* For Sales Tax Permits & Tax I.D. contact the State Comptroller of Public Accounts at 1-800-252-5555.