



www.mailboxandpostal.com

80 W. Sierra Madre Blvd., Sierra Madre, CA 91024
Phone (626) 836-6675 Fax (626) 836-6688

DBA Filing Instructions & Application

Congratulations on starting your own new business! We shall file and publish your Fictitious Business Name (DBA) statement in Los Angeles County. Simply fill out the form in **black ink only** (or type) with no cross-outs or white-outs. Enclose the appropriate payment (by check or complete the credit card form) payable to Mail Box & Postal and mail to:

Mail Box & Postal
80 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

- Full Service Cost is \$99. We shall file your DBA with the LA County Clerk/Recorder Office, immediately send you a County-stamped original form, publish your notice the required four (4) weeks in a weekly newspaper, and send you a filed Proof of Publication with the County Clerk as required by law.
- Please note that the service cost of \$99 is for one (1) business name and up to two (2) registrants. For each additional business name or owner/partner over two (2), please add \$15.

If filing a Corporation Filing, include a copy of your Article of Incorporation's first page with Filing Stamp and second page of the document.

MAIL THE ORIGINAL TO THE ADDRESS OF STORE

For assistance or questions, please call any of our centers or Email:
info@mailboxandpostal.com

YOUR RETURN MAILING ADDRESS

LOS ANGELES REGISTRAR-RECORDER/ COUNTY CLERK

NAME:
ADDRESS:
CITY:
STATE: ZIP CODE:

FICTITIOUS BUSINESS NAME STATEMENT

TYPE OF FILING AND FILING FEE (Check one)

- Original- \$23.00 (FOR ORIGINAL FILING WITH ONE BUSINESS NAME ON STATEMENT)
New Filings- \$23.00-
Refile- \$18.00 (NO CHANGES IN THE FACTS FROM ORIGINAL FILING)
\$4.00- FOR EACH ADDITIONAL BUSINESS NAME FILED ON SAME STATEMENT, DOING BUSINESS AT THE SAME LOCATION \$4.00- FOR EACH ADDITIONAL OWNER IN EXCESS OF ONE OWNER

The following person(s) is (are) doing business as:

* 1. 2.
Print Fictitious Business Name(s)
** Street address of principal place of business Mailing address if different
City State Zip COUNTY City State Zip

Articles of Incorporation or Organization Number (if applicable): AI #ON

*** REGISTERED OWNER(S):

1. 2.
Full Name/Corp/LLC
Residence Address (P.O. Box not accepted)
City State Zip
If Corporation or LLC - Print State of Incorporation/Organization
3. 4.
Full Name/Corp/LLC
Residence Address (P.O. Box not accepted)
City State Zip
If Corporation or LLC - Print State of Incorporation/Organization

IF MORE THAN FOUR REGISTRANTS, ATTACH ADDITIONAL SHEET SHOWING OWNER INFORMATION

**** THIS BUSINESS IS CONDUCTED BY: (Check one)

- an Individual a General Partnership a Limited Partnership a Limited Liability Company
an Unincorporated Association other than a Partnership a Corporation a Trust Copartners
Husband and Wife Joint Venture State or Local Registered Domestic Partners a Limited Liability Partnership

***** The registrant commenced to transact business under the fictitious business name or names listed above on
(Insert N/A above if you haven't started to transact business)

I declare that all information in this statement is true and correct.
(A registrant who declares as true information which he or she knows to be false is guilty of a crime.)

REGISTRANTS/CORP/LLC NAME (PRINT) TITLE

REGISTRANT SIGNATURE

If corporation, also print corporate title of officer. If LLC, also print title of officer or manager.

This statement was filed with the County Clerk of LOS ANGELES on the date indicated by the filed stamp in the upper right corner.
NOTICE - IN ACCORDANCE WITH SUBDIVISION (a) OF SECTION 17920, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT, AS PROVIDED IN SUBDIVISION (b) OF SECTION 17920, WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION.

THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE).

I HEREBY CERTIFY THAT THIS COPY IS A CORRECT COPY OF THE ORIGINAL STATEMENT ON FILE IN MY OFFICE.

DEAN LOGAN, LOS ANGELES COUNTY CLERK

BY: , Deputy

INSTRUCTIONS FOR COMPLETION OF STATEMENT

Business and Professions Code Section 17913:

* Where one asterisk appears in the form:

- (a) Insert the fictitious business name or names
- (b) Only those businesses operated at the same address and under the same ownership may be listed on one statement

** Where two asterisks appear in the form:

- (a) If the registrant has a place of business in this state, insert the **street address and county** of his or her **principal** place of business in this state
- (b) If the registrant has no place of business in this state, insert the **street address and county** of his or her **principal** place of business outside this state and file with the Clerk of Sacramento County (B&P 17915)
- (c) Mail Box and Post Office Box Numbers **are not acceptable** as a business address when used alone without a street address

*** Where three asterisks appear in the form:

- (a) If the registrant is an **individual**, insert his or her full name and residence address
- (b) If the registrants are **husband and wife**, insert the full name and residence address of both the husband and the wife
- (c) If the registrant is a **general partnership, copartnership, joint venture, limited liability partnership, or unincorporated association other than a partnership**, insert the full name and residence address of each general partner
- (d) If the registrant is a **limited partnership**, insert the full name and residence address of each general partner
- (e) If the registrant is a **limited liability company**, insert the name and address of the limited liability company, as set out in its articles of organization on file with the CA Secretary of State, and the state of organization
- (f) If the registrant is a **trust**, insert the full name and residence address of each trustee
- (g) If the registrant is a **corporation**, insert the name and address of the corporation, as set out in its articles of incorporation on file with the CA Secretary of State, and the state of incorporation
- (h) If the registrants are **state or local registered domestic partners**, insert the full name and residence address of each domestic partner

**** Where four asterisks appear in the form:

- (a) Check whichever of the terms listed on the front of the form best describes the nature of the business

***** Where five asterisks appear in the form:

- (a) Insert the date on which the registrant first commenced to transact business under the fictitious business name or names listed, if already transacting business under that name or names
- (b) Insert N/A if you have not yet commenced to transact business under the fictitious business name or names listed

Business and Professions Code Section 17914

The statement shall be signed as follows:

- (a) If the registrant is an individual, by the individual
- (b) If the registrants are husband and wife, by the husband or wife
- (c) If the registrant is a general partnership, limited partnership, limited liability partnership, copartnership, joint venture, or unincorporated association other than a partnership, by a general partner
- (d) If the registrant is a limited liability company, by a manager or officer
- (e) If the registrant is a trust, by a trustee
- (f) If the registrant is a corporation, by an officer
- (g) If the registrant is a state or local registered domestic partnership, by one of the domestic partners

Business and Professions Code Section 17915

The fictitious business name statement **shall** be filed with the clerk of the county in which the registrant has his or her **principal place** of business in this state or, if the registrant has no place of business in this state, with the Clerk of Sacramento County. Nothing in this chapter shall preclude a person from filing a fictitious business name statement in a county other than that where the principal place of business is located, as long as the requirements of this subdivision are also met.

Business and Professions Code Section 17917

Publication for Original, New Filings (renewal with change in facts from previous filing), or Refile

- (a) Within 30 days after a fictitious business name statement has been filed, the registrant shall cause it to be published in a newspaper of general circulation in the county where the fictitious business name statement was filed or, if there is no such newspaper in that county, in a newspaper of general circulation in an adjoining county. If the registrant does not have a place of business in this state, the notice shall be published in a newspaper of general circulation in Sacramento County. The publication must be once a week for four successive weeks and an affidavit of publication must be filed with the county clerk where the fictitious business name statement was filed within 30 days after the completion of the publication.
- (b) If a refiling is required because the prior statement has expired, the refiling need **not** be published, unless there has been a change in the information required in the expired statement, provided the refiling is filed **within** 40 days of the date the statement expired.

Business and Professions Code Section 17922

Abandonment of Fictitious Business Name

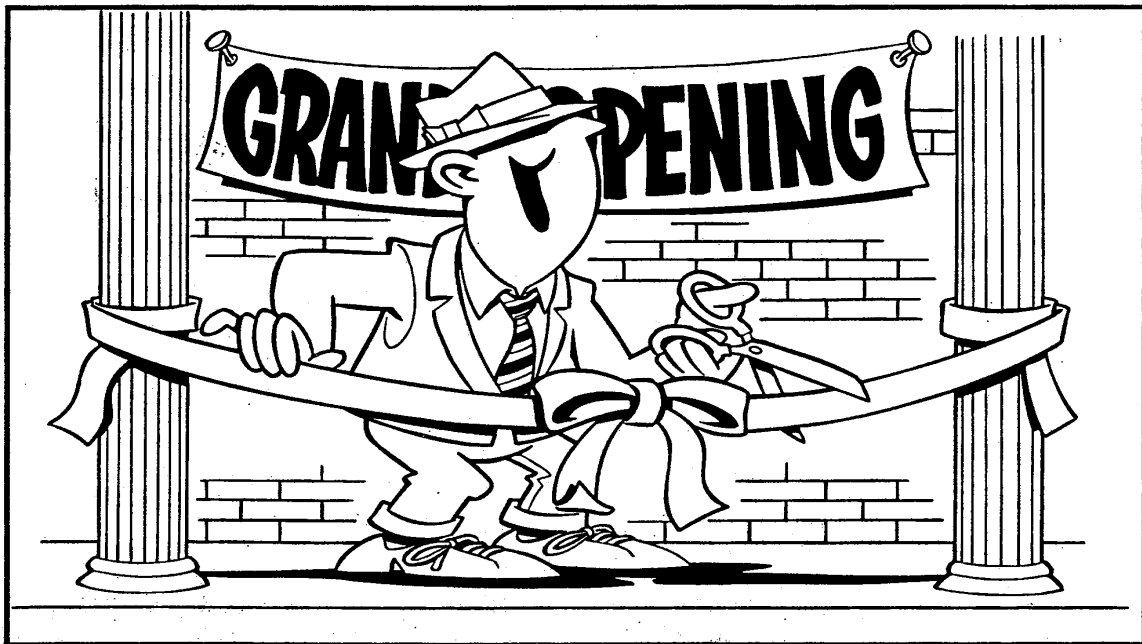
- (a) Upon ceasing to transact business in this state under a fictitious business name that was filed in the previous five years, a person who has filed a fictitious business name statement **shall** file a statement of abandonment of use of fictitious business name. The statement shall be executed and published in the same manner as a fictitious business name statement and **shall** be filed with the county clerk of the county in which the person has filed his or her fictitious business name statement.

Business and Professions Code Section 17930

Any person who executes, files, or publishes any statement under this chapter, knowing that such statement is false, in whole or in part, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed one thousand dollars (\$1,000).

STARTING A NEW BUSINESS?

“ WE CAN HELP ”



File Your DBA Here!
(Fictitious Business Name Filing)

- BUSINESS CARDS
- BUSINESS STATIONARY
- COMMERCIAL ADDRESS
- COPY & FAX SERVICE
- HIGH VOLUME MAIL
- EXPRESS DELIVERY SERVICE

*“LET US BE YOUR OFFICE
AWAY FROM YOUR HOME OR OFFICE”*

**MAIL
BOX** & POSTAL

www.mailboxandpostal.com



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80 W. Sierra Madre Blvd., Sierra Madre, CA 91024
Phone (626) 836-6675 Fax (626) 836-6688

Credit Card Application

The easiest method of conducting transaction is by credit card. We shall accept your credit card payment for services and products. The credit card companies request that we have your written authorization before allowing us to bill your account. After you fill out this form and fax or mail it to Mail Box & Postal, you can acknowledge credit card usage on file, while requesting service or purchasing products.

Credit Card #: _____

V code # _____ (last 3 or 4 digits located on the back of card)

AMEX security code _____ (4 digits on the right above card numbers)

Type of Card (circle one): MasterCard Visa America Express

Expiration Date: _____ Zip Code of Billing Address: _____

C. Card Billing Address _____

Telephone number _____

Print Name on the Card: _____

I/We authorize Mail Box & Postal to charge my/our credit card account based on the information provided above for payment of products and/or services.

Print Name and Title: _____

Signature: _____ Date: _____

FAX THIS FORM AND MAIL THE ORIGINAL TO THE ADDRESS OF STORE

For assistance or questions, please call or Email: info@mailboxandpostal.com