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Titus County Clerk  
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ASSUMED NAME RECORD (D.B.A.)  
CERTIFICATE OF OWNERSHIP FOR BUSINESS OF PROFESSION

(NOTICE: This Certificate of Ownership properly executed is to be filed immediately with the County Clerk as provided by law.)

Name under which business is to be conducted:

\_\_\_\_\_  
(Print or type name of business)

Business  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: Texas Zip: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: Texas Zip: \_\_\_\_\_  
(If different from business address)

Time period business name will be used (not to exceed 10 years): \_\_\_\_\_ years.

(NOTICE: Certificates of Ownership are valid for a time period not to exceed 10 years from the date filed with the County Clerk (Chapter 36, Section 1, Title 4 – Business and Commerce Code).

**Certificate of Ownership**

(I/We the undersigned, are the owner(s) of the above business and my/our name(s) and address(es) given is/are true and correct and there are no other owners in said business)

**Print or type name.** (NOTE: Signature(s) must be signed in front of a Notary)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Owner or Name)

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Second Owner's Name)

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Third Owner's Name)

Address: \_\_\_\_\_

THE STATE OF TEXAS        }  
COUNTY OF TITUS        }

Before me, the undersigned authority, on this day personally appeared: \_\_\_\_\_

Known to me to be the person(s) whose name(s) are listed above known to me to be the person(s) subscribed to the foregoing instrument and acknowledged to me that they are the owner(s) of the above-named business and that they signed the same for the purpose and consideration herein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public/Deputy County Clerk

### Basic Steps to Starting a Business:

1. File an Assumed Name (D.B.A.) Certificate with the County Clerk in the county(s) in which the business is located and/or will conduct business.
2. Corporations and incorporation documents are filed with the Secretary of State in Austin at 512-463-5555. Upon filing in Austin, the D.B.A. is then filed in the county(s).
3. For the "Regulatory Assistance Program" concerning licenses or permits, contact The Texas Dept. of Commerce in Austin, 800-~~803-9202~~ *OR 512-463-6599*
4. To obtain State Sales Tax ID #, contact the State Comptroller at 7011 Harwin, Suite 186, Houston, Texas 77036, 713-777-1881.
5. To order a Business Tax Kit and other publications, call 800-829-3676.
6. Federal Tax ID # is available through the IRS at 800-829-1040.
7. For an Employer's ID #, contact the Texas Employment Commission at 512-463-2731.
8. Worker's Compensation Information, contact Texas Worker's Compensation & Texas Dept. of Insurance at 512-322-3490.
9. For Safety Regulations, contact OSHA at 512-482-5576.
10. Patents or Copyrights.
  - Commissioner of Patents and Trademarks  
Washington, DC 20231  
703-308-4357
  - Copy-Right Office, LM455  
Library of Congress  
Washington, DC 20559  
202-707-3000
11. Call The One Stop Business Center in Houston at 713-663-7867.
12. If the Business is operated in a home, review the deed restrictions and contact the homeowners association.
13. If the Business is located in a city or its jurisdiction, contact the city for possible permit requirements.
14. Contact the County Health Department for a business involved in food preparation at 281-342-6414.