

LIVINGSTON COUNTY CLERK'S OFFICE – DBA DIVISION
TELEPHONE NUMBER: (517) 546-8177
ADDRESS: 200 EAST GRAND RIVER AVENUE, HOWELL, MI 48843
VISIT LIVINGSTON COUNTY ON THE WEB: co.livingston.mi.us

INSTRUCTIONS FOR FILING CERTIFICATE OF ASSUMED NAME (DBA)

A DBA is not a business license. The law requires that a sole proprietor or co-partner file his/her business (other than the person's real name) at the County Clerk's Office [MCL 445.1]. The purpose of the law is to place on public record the name of each person who is conducting or transacting business under an assumed name. The law requires that corporations, limited liability companies, and limited partnerships be filed with the State of Michigan. To obtain forms for registering as a corporation, limited liability company, limited partnership, and information about trademarks, please contact the Michigan Department of Labor & Economic Growth, Corporation Division at www.michigan.gov/dleg or call (517) 241-6470.

The first step in registering a DBA is to check the availability of the business name you wish to use. To do so, please call the Livingston County Clerk's Office, at (517) 546-8177. We will do a countywide search of the name. It is also wise to contact the Corporation & Securities Bureau, at (517) 241-6470, to verify that a Michigan corporation is not using your desired business name. Or you may access the State's website at www.michigan.gov/dleg; click on Departments/Agencies; click on Business & Economic Growth; click on MI Business Entity Search; and enter your desired business name.

Completion of the DBA Certificate:

- The business address must be a physical address. You may include a post office box in parentheses.
- List the city, village or township, along with the county in which your business is located.
- Check the box that pertains to the type of business: individual, partnership, or trust.
- The names and home addresses of all owners must be legibly printed or typed.
- All signatures **MUST** be notarized. The County Clerk's Office will do this provided each owner presents his/her driver's license or other photo I.D.

There is a \$10 filing fee for the DBA Certificate. Filing can be done in person or by mail. We accept cash, checks drawn on Michigan banks or money orders made payable to the Livingston County Clerk. If the filing is done by mail, each owner's signature must be notarized on the DBA Certificate.

Other Helpful Information/Resources:

To obtain a Michigan Sales Tax License, please contact the Michigan Department of Treasury at www.michigan.gov/treasury or call (517) 636-4660. To obtain a Federal Tax ID No. (Also Known as an EIN), please contact the IRS at www.irs.gov or call (800) 829-4933.

Licensing Information:

Website:	www.michigan.gov/commerciallicensing
Builders	517-241-9288
Heating	517-241-9313
Electrical	517-241-9320
Mechanical	517-241-9325
Plumbing	517-241-9330