Reset Form

CERTIFICATE OF ASSUMED BUSINESS NAME

Title 30, Chapter 21, Part 8, Idaho Code.
Base filing fee: $25.00 + $20.00 for manual processing (form must be typed).

1. The assumed business name which the undersigned use(s) in the transaction of business is:

_____

2. The individual and/or entity names and business address(es) of those doing business under the assumed business name (do not include the name you listed in #1):

_____
(Name) (Address)

_____
(Name) (Address)

_____
(Name) (Address)

_____
(Name) (Address)

3. The general type of business transacted under the assumed business name is:

- ☐ Retail Trade
- ☐ Wholesale Trade
- ☐ Services
- ☐ Construction
- ☐ Agriculture
- ☐ Manufacturing
- ☐ Transportation and Public Utilities
- ☐ Mining
- ☐ Finance, Insurance, and Real Estate

4. Mailing address for future correspondence:

_____
(Name)

_____
(Address)

_____
(City) (State) (Zipcode)

5. Name and address for this acknowledgment copy is (if other than # 4):

_____
(Name)

_____
(Address)

_____
(City) (State) (Zipcode)

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Secretary of State use only

Revised 01/2019

INSTRUCTIONS

Provide contact information where you can be reached:

Phone: _____ Email: _____

Assumed Business Names must be distinguishable on the records of the Secretary of State from the name of any domestic filing entity, limited liability partnership, foreign entity registered to do business in this state, or name that is reserved or registered. The name may not falsely state or imply government affiliation. Filing a Certificate of Assumed Business Name does not give a business any specific right to the use of the name on the Certificate. Please confirm name availability by calling the Secretary of State's Office, before filing.

Please be aware that all filings with this office are public record and are available upon request and via the internet. Since this information is public record we advise that you use a business address, **NOT** a home address, anywhere on the form where you list address information.

When an Assumed Business Name filing is required:

- Any person who proposes to or intends to transact business in Idaho under an assumed business name shall, before beginning to transact business, file with the Secretary of State a certificate of assumed business name.
- An entity which is organized, registered or admitted to the state by filing its public organic document or qualification papers with the Secretary of State is not required to file a Certificate of Assumed Business Name, except when it conducts business under a name other than its true name which appears on its public organic document or qualification papers. Formally organized or registered entities include corporations, limited liability companies, limited partnerships and limited liability partnerships.
- If an individual is using both his/her legal first and last name within the business name, filing of this certificate is not required.

One certificate must be filed per assumed business name. If an individual or business conducts business under more than one assumed name, a separate certificate must be filed for each assumed business name it uses.

Part 1. Enter the assumed business name exactly as is used in conducting the business with the public. Please note that the business name shall not state or imply that the Assumed Business Name is organized for a purpose other than what is permitted by statute. Do not use words such as "Inc.", "Corporation", "LLC", "Company", etc.

Part 2. Enter the name and address of each individual who has a financial interest. For a formally organized entity, enter in item #2 the true name exactly as it appears on the organizational or registration document, and its principal business address.

Part 3. Check one or more boxes in item #3. You MUST select one of the options that best describe your business. **Do not make up your own category.**

Part 4. Enter the address to which the Secretary of State should send future correspondence concerning this certificate.

Part 5. Acknowledgment address. If you want this certificate returned to a different address than listed on part 4, enter that address in line 5.

Signature: The certificate must be signed by each person included on the certificate or by an agent acting on behalf of all persons included on the certificate. Type the person's name, then sign below.

Enclose the appropriate fee (make checks payable to Idaho Secretary of State):

a. The fee is $45.00
b. If expedited service is requested, add an additional $40.00 to the filing fee.
c. If 'same day' service is requested, add $100.00 to the filing fee.

Pursuant to Idaho Code § 67-910(6), the Secretary of State's office may delete a business entity filing from the database if payment for the filing is not completed.

Mail or deliver to: Office of the Secretary of State 450 N 4th Street
PO Box 83720
Boise, ID 83720-0080

If you have questions or need help, call the Secretary of State's office at (208) 334-2301.