



## Dissolution of a Trade Name

All businesses ceasing operations in Monmouth County must dissolve their Trade Name Certificate with the County Clerk's Office.

The County Clerk's Office will keep the original, send a copy to the Secretary of State, and return one to you.

### Procedure

1. Come into our office and complete the Dissolution Form. The form will be notarized and copied at no charge in our office; *or*
2. You can download the form from the Open Public Records Search System website at <http://oprs.co.monmouth.nj.us/oprs/form/forms.aspx?cd=0&ty=Dept>. ***The completed and notarized form can be mailed to our office with a money order.*** Mail to: Monmouth County Clerk's Office, 33 Mechanic Street, Freehold, NJ 07728.

***DO NOT SIGN THE FORM UNTIL YOU ARE IN  
THE PRESENCE OF THE NOTARY PUBLIC***

#### Required Information:

- All persons listed on the original Trade Name Certificate must sign the form to dissolve the business. In the case where a member has died, a death certificate must be presented.
- \$27.00 payable in cash, money order, Master Card or Visa.
- Identification: Driver's License or Passport (only if dissolved in our office).
- Instrument No. from the original Trade Name Certificate. To obtain the Instrument No. you can call our office at 732-431-7324, choose prompt # 3 for the Mortgage and Deed Room.

***Christine Giordano Hanlon, Esq.  
Monmouth County Clerk***



## Dissolution of Trade Name

NOTE: This form must be completed and then signed before the County Clerk or other such person authorized in the state to take such oaths; a fee of \$27 is due the County Clerk upon submission, payable in cash, money order, Master Card or Visa.

(FOR RECORDER'S USE ONLY)



I (or We), \_\_\_\_\_  
(Name of Business Member)  
\_\_\_\_\_  
(Name of Business Member)  
\_\_\_\_\_  
(Business Type)

the under signed business member(s), do hereby certify that (I/we) (was/were) conducting or transacting business under the name of

at the business address of: \_\_\_\_\_  
(Street) (Suite/Apt #) **USE ADDRESS WHERE BUSINESS WAS TRANSACTED**  
\_\_\_\_\_  
(City) (State) (Zip Code)

in the County of Monmouth, State of New Jersey, as Instrument No. \_\_\_\_\_, registered the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D., which certificate is still on record, and (I/we) now desire herewith to have the same cancelled and discharged of record.

**BUSINESS MEMBER(S) SIGN THEIR NAME IN FRONT OF THE NOTARY PUBLIC**

IN WITNESS WHEREOF, I have this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ made and signed this certificate.

Signature of Business Member: \_\_\_\_\_

Signature of Business Member: \_\_\_\_\_

Signature of Business Member: \_\_\_\_\_

**NOTARY MUST COMPLETE THIS SECTION**

State of New Jersey  
County of Monmouth

Sworn and subscribed to before me this \_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_

\_\_\_\_\_  
Notary Public