

Supplementary Certificate of Change and/or Addition (DBA) - Filing Instructions

How to Register a Supplementary Certificate

- Obtain a Supplementary Certificate of Change and/or Addition form. The form can be accessed by online at <https://www.willcountyclerk.gov/general-services/assumed-business-name-dba/> or in person at the Clerk's office.
- Complete the form in its entirety:
 - **Original Registration Date**
 - **Name of Business:** The exact name under which business is being conducted or transacted. Must match the name on the original registration exactly.
 - **Business Street Address:** The registered address where business is being conducted or transacted.
 - **Select Changes or Additions:** Select all options that apply.
 - **Business Address:** If a **BUSINESS ADDRESS** is being changed or added, complete this **GREEN** section.
 - **Owner Address:** If an **OWNER ADDRESS** is being changed, complete this **PINK** section.
 - **Owner Legal Name Change:** If an **OWNER NAME** is being changed, complete this **BLUE** section.
 - **Addition of Owner(s):** If one or more owners are being **ADDED**, complete this **ORANGE** section.
 - **Owner's Signature(s):** Owner(s) must sign name as it appears on their ID.
 - *Signature(s) MUST be witnessed by either a Notary Public or by Will County Clerk staff.*
- Submit a \$10.00 filing fee.
- Publish Notice of the Certificate in a Will County newspaper.

Publication Requirements

All changes and/or additions require publication.

The Certificate must be published in a newspaper of general circulation in Will County. Publication must occur once per week for 3 consecutive weeks. The first publication *MUST* occur within **15 days** of the file-stamp date on the Certificate.

After all 3 publications are complete, the County Clerk must receive a Certificate of Publication from the newspaper. Some newspapers will send this directly to the Clerk, but some may send it to the business owner. It is the responsibility of the business owner to ensure it is filed with the Clerk within **50 days** of the file-stamp date on the Certificate. A registration is voided if no proof of publication is received within the statutory 50-day window.

Additional Information

Multiple changes or additions may be submitted on a single form at the same time and submitted under a single \$10.00 fee. Changes and/or additions must be published in the same manner as new registrations.