

Supplementary Certificate of Change and/or Addition Notice Instructions

How to File a Certificate of Change and/or Addition Notice

- Complete a Certificate of Registration Notice by visiting www.thewillcountyclerk.com (Click County Clerk, Public Filing, Assumed Business Name Filing (DBA)).
- Owners can also obtain forms by calling the Will County Clerk's Office Assumed Business Name Department at (815) 740-4660 and request the Change and/or Addition Notice to be mailed.
- All forms are available in the Will County Clerk's office located at 302 North Chicago Street Joliet, Illinois 60432 Monday thru Friday 8:30 AM to 4:30 PM.

The **Certificate of Change and/or Addition Notice** must include

- 1) The Original File Date (the date that the original certificate was filed)
- 2) Assumed Business Name
- 3) Business Street Address
- 4) The date the change(s) are being duly acknowledged with the printed name of owner completing the certificate
- 5) The appropriate change or addition information completed on notice.

Business Address Change (GREEN Section)

Business Address Change section must be completed and all owners (as listed on the original certificate of registration and or current change and or addition) all owners must sign the certificate as it appears on your ID in front of a Notary Public or witnessed by a Deputy Clerk from the County Clerk's office.

Owner Address Change (PINK Section)

Owner Address Change section must be completed by owner who had a change of address and must sign the certificate as it appears on your ID in front of a Notary Public or witness at the County Clerk's office by a Deputy Clerk.

Owner Legal Name Change (BLUE Section)

Owner Name Change section must be completed and include the new (changed) name and former name of owner.

Addition of Owner (ORANGE Section)

Addition of Owner section must be completed and include the owner's street address, city, state, zip and phone number. Owner(s) being added must sign the certificate as it appears on ID in front of a Notary Public or witness at the County Clerk's office by a Deputy Clerk.

A Certificate of Change and/or Addition notice requires a \$5.00 fee.

Important information:

Multiple changes and/or additions on the same date can be duly acknowledged on the same certificate for the same fee of \$5.00. Any Certificate of Change and/or Addition notice must be published in the same manner as provided for the original certificate to do business under an assumed name. A file stamped copy of the Certificate of Change and/or Addition notice will be given to the owner to publish such notice.

Publication requirements:

It is the responsibility of the owner to publish the notice in a general circulation Will County newspaper. The Notice is published once a week for three consecutive weeks. The first of the three notices must be published within **15 days** of the initial filing date in the clerk's office. **Unless proof of publication is made to the Will County Clerk, the Certificate of Change and/or Addition is void.**

After publishing, in order for the filing requirements to be complete, the County Clerk must receive the completed Certificate of Publication from the newspaper. It is the responsibility of the owner to be sure it is filed in the clerk's office within **50 days** from the date of filing.

The process is complete upon receipt of the **Certificate of Proof of Publication** by the Will County Clerk's Office. The office will issue a receipt to the person filing such certificate and the ownership records will be updated.

WILL COUNTY NEWSPAPERS TO PUBLISH ASSUMED-NAME

**File stamped Notice must be given to Newspaper.
Proof of Publication must be received within 50 days.**

The Bugle

23856 W. Andrew Rd, Ste.104
Plainfield, IL 60585
Phone: (815) 436-2431
Fax: (815) 436-2592
Email: Annette@enterprisepublications.com

The Vedette, Inc.

**Beecher Herald
Peotone Vedette
Record-Monitor**
120 W. North St.
P.O. Box 549
Peotone, IL 60468
Phone: (708) 258-3473
Fax: (708) 258-6295
Email: office@thevedette.com

Enterprise

23856 W. Andrew Rd, Ste.104
Plainfield, IL 60585
Phone: (815) 436-2431
Fax: (815) 436-2592
Email: Annette@enterprisepublications.com

Farmers Weekly Review

100 Manhattan Road
Joliet, IL 60433
Phone: (815) 727-4811
Fax: (815) 727-5570
Email: Debbie@willcfn.com

The Free Press Newspapers

**Braidwood Journal
Wilmington Free Press
Advocate**
111 S. Water St.
P. O. Box 327
Wilmington, IL 60481
Phone: (815) 476-7966
Fax: (815) 476-7002
Email: fpnnews@cbcast.com

Joliet Herald-News

2175 Oneida Street
Joliet, IL 60435
Phone: (630) 427-6276
Fax: (630) 368-8809
Email: publicnotice@theherald-news.com

The Times Weekly

254 E. Cass St
Joliet, IL 60432
Phone: (815) 723-0325
Fax: (815) 723-0326
Email: oholloway@thetimesweekly.com

Labor Record

1000 N.E. Frontage Rd.
P.O. Box 2878
Joliet, IL 60434
Phone: (815) 744-2886
Fax: (815) 744-2951
Email: Jennifer@laborrecord.com

Naperville Sun

495 N. Commons Drive
Aurora, IL 60504
Phone: (630) 978-8310 #5
Fax: (630) 978-8531
Email: legals@stmedianetwork.com

Shorewood Sentinel

23856 W. Andrew Rd. St. 104
Plainfield, IL 60585
Phone: (815) 436-2431
Fax: (815) 436-2592
Email: Annette@enterprisepublications.com

Daily Southtown

18312 S. West Creek Drive
Tinley Park, IL 60477
Phone: (708) 633-6800 #5
Fax: (630) 978-8531
Email: legals@mwsps1.com

**Shaw Media Suburban
Group**

**Bolingbrook
Lemont
Woodridge
Reporter**
1101 W. 31st Street, Ste. 100
Downers Grove, IL 60515
Phone: (815) 526-4459
Fax: (630) 368-8809
Email: publicnotice@mysuburbanlife.com

Note: Some newspapers send Proof of Publication directly to the customer; please send one copy to the County Clerk's Office.

Disclaimer: Changes to this list will be updated every 6 months