

Certificate of Registration of Assumed Business Name Notice Instructions

How to File a Certificate of Registration Notice

- Complete a Certificate of Registration Notice which can be accessed 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.
- 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 Registration Notice** must include

- 1) The Assumed Business Name or DBA (**setting forth the name under which the business is, or is to be, conducted or transacted**)
- 2) Nature of the business
- 3) Business Address or Addresses and phone number (All Will County Address or Addresses)
- 4) Owner or owners' name. (**True or real full Name or Names of person or persons owning, conducting or transacting in the same**)
- 5) Owner or owners' street address with city, state, zip code and phone number.
- 6) 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. Identification should include a photograph and signature, such as a driver's license.

A Certificate of Registration of Ownership of Business Notice requires a \$5.00 filing fee.

Publication requirements:

It is the responsibility of the owner to publish the Certificate of Registration of Ownership of Business 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 file stamp date in the clerk's office.

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. **Unless proof of publication is made to the Will County Clerk, the Certificate of Registration of the assumed name is void.**

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.

Important information:

Any changes to modify the original Certificate of Registration will require additional documents to be filed and possible publication. Contact the County Clerk's office for further information.

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 #100
Fax: (815) 436-2592
Email: linda@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 #100
Fax: (815) 436-2592
Email: linda@enterprisepublications.com

Farmers Weekly Review

100 Manhattan Road
Joliet, IL 60433
Phone: (815) 727-4811
Fax: (815) 727-5570
Email: Debbie@willcfb.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: ads@fnusa.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: maria@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

435 N. Michigan Ave
Chicago, IL 60611
Phone: (866)399-0537
Fax: (312)527-8183
Email: suburban.legal@tribpub.com

Shorewood Sentinel

23856 W. Andrew Rd. St. 104
Plainfield, IL 60585
Phone: (815) 436-2431 #100
Fax: (815) 436-2592
Email: linda@enterprisepublications.com

Daily Southtown

435 N. Michigan Ave
Chicago, IL 60611
Phone: (866)399-0537
Fax: (312)527-8183
Email: suburban.legal@tribpub.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