



# MINNESOTA SECRETARY OF STATE

## CERTIFICATE OF ASSUMED NAME

Minnesota Statutes Chapter 333

Read the directions on reverse side before completing.

Filing fee: \$25.00

The filing of an assumed name does not provide a user with exclusive rights to that name. The filing is required for consumer protection in order to enable consumers to be able to identify the true owner of a business.

**PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK FOR MICROFILMING PURPOSES.**

1. State the exact assumed name under which the business is or will be conducted: (one business name per application)

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2. State the address of the principal place of business. A complete street address or rural route and rural route box number is required; the address cannot be a P.O. Box.

Street	City	State	Zip code
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3. List the name and complete street address of all persons conducting business under the above Assumed Name or if the business is a corporation, provide the legal corporate name and registered office address of the corporation. Attach additional sheet(s) if necessary.

Name (please print)	Street	City	State	Zip
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4. I certify that I am authorized to sign this certificate and I further certify that I understand that by signing this certificate, I am subject to the penalties of perjury as set forth in Minnesota Statutes section 609.48 as if I had signed this certificate under oath.

\_\_\_\_\_  
Signature (ONLY one person listed in #3 is required to sign.)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Daytime Phone Number

## DIRECTIONS

**THIS FORM MUST BE TYPEWRITTEN OR PRINTED IN BLACK INK FOR MICROFILMING PURPOSES.**

**State law requires that this Certificate of Assumed Name be filed and published prior to the conduct of any business. Licensing and regulatory boards as well as private vendors and banks often require proof of the filing of this Certificate before issuing licenses, permits or entering into business relationships with the business.**

### WHO MUST FILE:

- 1) Any person conducting business under a name which is not their true full name (first and last name) must file. (Example: "John Smith Painting" need not file, however, "Smith Painting" would be required to file.)
- 2) A corporation, limited partnership or limited liability company conducting business under a name other than the legal name, must file (Example: Legal name; "St. Paul Painting Contractors, Inc.", Assumed Name; "St. Paul Painting".)
- 3) A partnership must file if the name of the partnership does not include the true full name of each partner.

### STEPS TO FOLLOW:

- 1) State the exact business name on line 1. Only one business name may be filed per form. Assumed names that duplicate corporate, limited partnership and limited liability company names or trademarks already on file cannot be accepted for filing. Call the Business Information Line of the Office of the Secretary of State at (651)296-2803 for a preliminary determination whether the assumed name can be filed. This will reduce the possibility of rejection of the Certificate and will provide for faster filing of this Certificate.
- 2) State a complete street address or rural route and rural route box number of the principal place of business. A Minnesota Address is preferable whenever available, but an out of state address is acceptable. A post office box cannot be accepted as the address of the principal place of business.
- 3) List the name and complete street address of all persons conducting business under the assumed name. If the business owner is a corporation doing business under an assumed name, the legal corporate name and Minnesota registered office address is required.
- 4) Complete line 4 with the date, the signature of one person listed in #3, the printed name of the person signing and the title of the signer. Please print the name and phone number of the person this office should contact if there are any questions about this form.

- 5) **Public Service Counter**  
Our public counter located in the  
Minnesota State Retirement System Bldg,  
60 Empire Drive, Suite #100  
St. Paul, MN 55103.

**Mail Only to:**  
Secretary of State  
Corporate Division  
180 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155-1299  
**(No walk-in service available at this location for  
corporate, UCC or notary)**

- 6) The Certificate of Assumed Name must be published **after filing** for two consecutive issues in the legal notices section of a qualified legal newspaper in the county where the principal place of business is located. The newspaper will return an affidavit of publication and the newspaper ad which should be retained by the assumed name holder with the Certificate of Assumed Name. Failure to publish may render the Certificate of Assumed Name invalid.
- 7) The filed and published Certificate of Assumed Name is valid for 10 years after the date of filing. A renewal form will be sent to the principal place of business address on file with this office six months prior to the Assumed Name expiration.
- 8) Any changes due to a change of business name, address, ownership, or owner's address, require the filing of a Certificate of Amended Assumed Name form. The Certificate of **Amended** Assumed Name form must be filed within 60 days after any change has occurred and must be published as described in paragraph 6 above.

All of the information on this form is public and required in order to process this filing. Failure to provide the requested information will prevent the Office from approving or further processing this filing. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/Voice. For TTY communication, contact Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of services.