

# INSTRUCTIONS

## TRADE NAME REGISTRATION

### (TO REGISTER YOUR COMPANY AS "D/B/A" - *DOING BUSINESS AS*)

The State of Georgia requires businesses that are not registered as corporations, limited liability companies, general partnerships, or limited partnerships to register their business names. *However, if you are a corporation, limited liability company, general partnership, or limited partnership but are not doing business under that name, you are required to do a trade name registration for the name under which you are operating.* Dawson County cannot issue a business license without this type registration.

#### Examples:

|   |   |
|---|---|
| Ginger's Sweet Emporium, Inc.<br>(doing business as the corporation name) | No need to register a trade name; already registered as a corporation   |
| Ginger's Sweet Emporium, Inc.<br>(but doing business as Sweet Emporium)   | <u>Must</u> register trade name because you are not operating under the corporation name  |
| Ginger L. Smith Sweet Emporium  | No need to register a trade name; full legal name of owner is included in the company name  |
| Ginger's Sweet Emporium   | <u>Must</u> register trade name because there is no registered corporation or no <u>full legal name</u> of owner in the business name |
| Sweet Emporium  | <u>Must</u> register trade name because there is no registered corporation or no full legal name of owner in the business name        |

Complete the attached form.

#1 - Submit original, signed, notarized document to the Clerk of Superior Court's Office - 25 Justice Way, Suite 1302, Dawsonville, GA 30534 - phone 706.344.3500 x 41320). Notary is available at the Clerk of Court's Office for those who submit the form in person. Filing/recording fee is \$175.00 (cash, check, money order, or certified bank check). Make check payable to 'Clerk of Superior Court.' The Clerk of Court's office will return the recorded form to you.

#2 - Submit a copy of the document to Dawson County News, 30 Shoal Creek Road, Dawsonville, GA 30534 - phone 706.265.3384.

A recorded trade name registration must be advertised in the newspaper for two weeks. Cost is \$60.00 (cash, check, money order, credit card) for the advertisement. Make the check payable to Dawson Community News they will provide you with a receipt.

#3 - Submit the receipt and a copy of the recorded trade name registration form to Dawson County Planning & Development, 25 Justice Way, Suite 2322, Dawsonville, GA 30534 in order to obtain your business license.