

**Kendall County Clerk
111 W. Fox St.
Yorkville, IL 60560**

ASSUMED NAME INFORMATION

For unincorporated businesses only

Under the ASSUMED NAME ACT, you must register your business with our office if you are the sole owner *unless* you use your own full name in the name of the business.

- ü Please fill out the Assumed Name Certificate form, have it **notarized** and mail or bring it back to us with **\$5.00**.
- ü We will then mail to you (or give to you if you appear in person) an Assumed Name Publication Notice which you will take to a local newspaper of general circulation published within Kendall County; to be run once a week for 3 consecutive weeks. The first of the three notices must be published within 15 days of the initial filing of the Assumed Name Certificate. You are responsible for newspaper fees.
- ü The newspaper will return the PROOF OF PUBLICATION to our office.
- ü We will issue you a CERTIFICATE OF OWNERSHIP and a receipt, which will be sent to you in the mail.
- ü This will take approximately 6 weeks. You do not need to wait for this to be completed to start your business.

If you have any question, please call our office at:

(630) 553-4104

****Certification of registration will be considered VOID if the first of the three notices is not published within 15 days of the initial filing of the Assumed Name Certificate or proof of publication is not provided within 50 days from the filing date.****