

APPLICATION TO REGISTER A BUSINESS TO BE CONDUCTED
UNDER TRADE NAME, PARTNERSHIP OR OTHERS

STATE OF GEORGIA
COUNTY OF DAWSON

The undersigned does hereby certify that _____
_____ conducting a business as _____
_____ in the City of Dawsonville, County of
Dawson in the State of Georgia, under the name of _____
_____ and that the nature of the business is _____

and that the names and addresses of the persons, firms or partnership owning and
carrying on said trade or business are _____

Subscribed and sworn to before me
this ____ day of _____, 20 ____.

Signature – Title

Notary Public

Filed in office, this ____ day of _____, 20 ____

Clerk, Superior Court
Dawson County, Georgia

Note: The Act requires that this notice be published once a week for two weeks in the paper in which the Sheriff's advertisements are printed. This paper is _____. Also, upon change of ownership, a new and amended registration must be filed. (GA Laws 1981, p. 872)

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.* City of Dawsonville cannot issue a business license without this type registration.

Examples:

Ginger's Sweet Emporium, Inc. (doing business as the corporation name)	No need to register a trade name; already registered as a corporation
Ginger's Sweet Emporium, Inc. (but doing business as Sweet Emporium)	Must 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	Must register trade name because there is no registered corporation or no <u>full legal name</u> of owner in the business name
Sweet Emporium	Must 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 \$171.00 (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 Community 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 \$40.00 (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 City of Dawsonville, 415 Highway 53 East, Suite 100, Dawsonville, GA 30534 in order to obtain your business license.