Appendix A: EXAMPLE OF BUSINESS NAME REGISTRATION FORM

For persons (sole proprietorships, associations, or general partnerships) engaged in business under a name other than their own (DBA)

CERTIFICATE OF ASSUMED BUSINESS NAME

STATE OF INDIANA, COUNTY OF _____________________________

NAME OF BUSINESS:______________________________________________________

NATURE OF BUSINESS:______________________________________________________

ADDRESS OF BUSINESS:_____________________________________________________

PRINTED NAMES AND RESIDENCES OF MEMBERS OF BUSINESS:

____________________ at __________________________________________

____________________ at __________________________________________

____________________ at __________________________________________

____________________ at __________________________________________

FORM PREPARED BY:______________________________________________________

SECTION TO BE COMPLETED BY/IN PRESENCE OF NOTARY PUBLIC OR COUNTY RECORDER

I hereby certify that I have personal knowledge of the facts stated above and that each of them are true.

_______________________

Member’s Signature Printed Name Capacity

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

_______________________

Signature of Notary/Recorder Printed Name County of Residence

(Notaries only) my commission expires __________

Filed on _________________________, 20____. _________________________, Recorder
Appendix A*: EXAMPLE OF BUSINESS NAME REGISTRATION FORM

Effective July 1, 2006

Under: I.C. 36-2-11-15, the following affirmation statement must be included on most documents to be accepted for recording in County Recorders’ offices in the State of Indiana:

“I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law (name).”

“Signed, printed or stamped name of individual”

The following documents are exempt from the above requirements: Writ of Court, Federal Tax Lien, Federal Release, DD214, UCC. All other documents notarized in the State of Indiana (regardless of where they are prepared) require the affirmation statement. See I.C. 36-2-7.5 through I.C. 36-2-7.5-12 for timeline of further requirement and implementation.