



CLERK OF SUPERIOR COURT
DEKALB COUNTY COURTHOUSE
556 NORTH MCDONOUGH STREET
DECATUR, GEORGIA 30030

Debra DeBerry
CLERK OF SUPERIOR COURT

404-371-2836

INSTRUCTIONS FOR TRADE NAME REGISTRATION

1. Please use **BLUE INK**
2. Please **type** or **print** all information with exception of signature
3. The filing fee is **\$157.00 dollars**, Cash or Money Order, Money Order payable to **Clerk of Superior Court**.
4. The Publication fee is **\$40.00** for less than 200 words and **\$60.00** for publications with 201 to 300 words. **\$40.00** Money Order payable to the **Champion Newspaper**.
5. Please supply the following information on the Affidavit of Registration:
 1. The name of the person signing the affidavit (officer of corporation or sole proprietor/owner).
 2. The name of the corporation, officers in the corporation and their titles, or LLC and their titles, or name of sole proprietor/owner.
 3. Address of corporation, personal address of officers or address of sole proprietor/owner.
 4. County trade name located.
 5. Address of trade name.
 6. Trade Name
 7. Brief description of trade name.
 8. Signature (officer of corporation or sole proprietor/owner)
Must be notarized before processing.
 9. Notary public information

INFORMATION ON AFFIDAVIT OF REGISTRATION MUST BE LETTER PERFECT, NO MISTAKES, AND NO WHITE OUT.

6. PLEASE RETURN AFFIDAVIT, ALONG WITH MONEY ORDER

Clerk of Superior Court
Attn: Trade Names
556 N. McDonough St.
Rm.G130
Decatur, GA 30030

GEORGIA, DEKALB COUNTY AFFIDAVIT FOR REGISTRATION OF TRADE NAME

Personally appeared before me,

1. _____
who on oath deposes and says that:

2. A. _____

B. _____

C. _____

D. _____

3. Whose address(es) are:

A. _____

B. _____

C. _____

D. _____

4. Is/Are doing business in _____ County, Georgia at

5. _____

6. Under the name and style of _____

7. The nature of the business to be carried on is _____

This affidavit is made pursuant to Georgia Code Annotated 10-1-490.

8. _____

9. Sworn to and subscribed

Before me this _____ day of

Notary Public/Deputy Clerk

_____ County, Georgia