

HOW TO FILE A FICTITIOUS FIRM NAME

- * Fictitious Firm Names must be renewed every five years.
- * The application must state the assumed or fictitious name under which the business is being conducted or is intended to be conducted by:
 - a) A natural person
 - b) An artificial person required to make annual filings with the Secretary of State to retain its good standing, its name as it appears in the records of the Secretary of State (for example: Corporations)
 - c) A general partnership
 - d) A trust
- * The filing of a fictitious firm name does not give exclusive rights to the use of that name. A fictitious filing is required by statute (NRS 602.010) and is also required by the Business License office before issuing a license under a fictitious name.
- * A person doing business in this state without complying with the requirements of this chapter or having falsely filed a certificate of termination is guilty of a misdemeanor (NRS 602.090).
- * Fictitious firm name or termination forms may be obtained from our office or on our web page. Forms must be properly completed and signed prior to being presented for filing.
- * Filings, changes, terminations and renewals may be submitted Monday through Friday, 8:00 a.m. to 5:00 p.m. at the County Clerk's office or by mail with the proper filing fees (\$20.00), required copies and a self-addressed stamped envelope. (We will retain the original in our office and return any conformed copies you submit.)
- * Please note that name changes are for name changes of an existing owner only and may not be used to change the name of the business. There is no fee for changing an existing owner's name or the address of an owner or business.