



DELIA BRIONES COUNTY CLERK

500 E. San Antonio Suite 105
El Paso, Texas 79901
(915)546-2071

Requirements to Register a Business Name in El Paso County

1. Applicant must check the assumed business name or DBA with the County Clerk's index to ensure the assumed name is available. Applicant may also check the business name via www.epcounty.com. **NOTE:** The County Clerk's Office is not required to perform business name searches.
2. The County Clerk is not responsible for verifying the accuracy of the information contained in an *Assumed Name/DBA* certificate. Once recorded, this document may *only* be changed or amended by filing a *Withdrawal Notice of an Assumed Name* form and proceeding with a new certificate (Recording Fees apply). An Assumed Name is valid for ten (10) years and should be re-filed within sixty (60) days of the expiration date.
3. If the applicant is not able to visit the County Clerk's office in person, the form may be taken to a U.S Notary, to be filled out as legibly as possible. Once completed and notarized, the *Original* form with wet signatures must be presented at the Downtown County Clerk's office or any of the two County Clerk satellite offices. If mailed, send a business check, cashier's check, or money order payable to *El Paso County Clerk's Office*.

Fees Required To File

Unincorporated Assumed Name	\$29.00
Each Additional Owner	\$0.50 cents
Incorporated Assumed Name	\$29.00
Withdrawal of Assumed Name	\$23.00
Each Additional Owner	\$0.50 cents

Additional Copies

Regular Copy	\$0.50
Certified Copy	\$6.00

Main Downtown Office

500 E. San Antonio
Room 105
El Paso, Texas 79901
8am-5pm

Satellite Offices

Ysleta Annex
9521 Socorro Rd. Ste A-1
El Paso, Texas 79907
8:00 AM - 4:30 PM

Northeast Annex
4641 Cohen Dr. Ste B
El Paso, Texas 79924
8:00 AM - 4:00 PM

If we can be of any further assistance, please contact us at (915) 546-2071
Monday through Friday 8:00 A.M to 5:00 P.M or visit our website www.epcounty.com