

Assumed Name Information

1. The form may be obtained from any attorney or from the Department of Commerce Web site.
2. Web site: <http://www.blnc.gov/start-your-business/business-forms>

Select the correct form needed for your Business Name

***If this new business is an LLC or Corporation, please contact the Corporations Division of the Secretary of State's Office at 1-888-246-7636.

3. When the form is printed, check to make sure it complies with the recording standards for North Carolina. The document must be on 8½" x 11" or 8½" x 14" size paper; must have 3" blank margin at the top of the page and ¼ " margin on the other three sides of the page. Please make sure the document is typed or printed in black on white paper and font no smaller than 9 points. It must be printed or typed on one side of the page.
4. Complete the Assumed Name form and sign document in front of a Notary Public. Please have the form notarized before recordation at the Register of Deeds office.
5. When the form is completed and notarized, deliver to the Register of Deeds office to be recorded. You may want to check the business name in the grantor index to make sure no one else is using the business name that you have selected. This is located in Vault 1 of the Register of Deeds office or the Register of Deeds web site.
6. The cost to record an Assumed Name is \$26.00 for the first 15 pages. If the Assumed Name is more than 15 pages, the cost is \$4.00 for each additional page. After recording, the office will return your original document the next business day.

*Please call if you have any questions 910-947-6370 select option 2