

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE LINEHAN, DEPUTY

**FILING ASSUMED BUSINESS NAMES (DBA) – In-Person at Clerk’s Office
As per General Business Law Section 130 and CPLR 8021**

NOTE: Not to be used during COVID-19 – see by mail version!

- 1.) Prior to filing, check DBA indexes in the public records room to be to be certain that the business name being selected is not currently in use.
- 2.) Note: Public records may also be searched online at www.warrencountyny.gov/clerk, select yellow button, follow prompts. Free to search or view; print \$ 5 per document. Online indexes: approx. 24 hour delay on text/image data.
- 3.) If no conflict with business name, request filing at the Warren County Clerk front counter (cashiering office). File DBA in county where business is being conducted or transacted.
- 4.) Provide all required information to staff: Your name and residence address, business name and address, successor (if applicable). If partnership, information on all partners must be provided. Present valid photo identification. Original signature(s) will be notarized by the Warren County Clerk staff. Gen. Business Law: state age, if under 18 yrs.
- 5.) DBA is generated electronically by Clerk staff; filing stamps applied. Document will be indexed and scanned and made available as a public record.
- 6.) Fee: \$ 25 for DBA and \$ 5 for certified copy; cash only at counter.
- 7.) To discontinue, come to the Warren County Clerk’s Office. Date of original filing required. Signature required. No Fee.
- 8.) To amend, come to Warren County Clerk’s Office. Provide changes. Signature required. \$ 25 Fee (cash).
- 9.) Filings accepted: M-F from 9-4, except legal holidays, at Warren County Clerk’s Office, 1340 State Route 9, Lake George, NY 12845. Office located in main Warren County Municipal Center, park in Clerk-DMV parking, office directly across hall from DMV.
- 10.) Questions or More Information: (518) 761-6426.