

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

**FILING ASSUMED BUSINESS NAMES (DBA): By Mail/Covid-19:
Effective 4/30/2020
As per General Business Law Section 130 and CPLR 8021**

While DBAs are typically filed in person at the Warren County Clerk's Office, which allows checking of the name of the business, and notarization by the County Clerk staff, arrangements are now in place to allow the filing of a DBA by mail. Note: DBA's may be for new sole or proprietorships, a discontinuance of a business name or an amendment to an existing DBA. Please **note the following procedure to file a DBA by mail during the COVID-19 crisis.**

- 1.) Prior to filing, check DBA indexes to be certain that the business name being selected is not currently in use.
- 2.) To complete a search of DBAs, records may be searched online www.warrencountyny.gov/clerk, click blue button, follow prompts. No fee to search or view. Online indexes: approx. 24 hour delay on text/image data.
- 3.) If no conflict with business name, proceed with completing the appropriate DBA form (sole or proprietorship). See attached. File DBA in county where business is being conducted or transacted.
- 4.) Provide all required information :Your name and residence address, business name and address, successor (if applicable). If partnership, information on all partners must be provided. You will need to have your signature done by a notary of your choice. Banks or attorneys typically have them. We do as well but we cannot have the public coming into the Warren Co. building at this time. Also, 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 required by bank; submit printed check payable to Warren County Clerk or money order. The original dba is filed here; the certified copy will be mailed to you when the check clears. It will be mailed to the address listed for the business.
- 7.) To discontinue, complete the form. Mail in. Date of original filing required. Signature required. No Fee.
- 8.) To amend, complete the amendment form. Provide changes. Signature required. \$ 25 Fee (cash).
- 9.) To Mail: Warren County Clerk, 1340 State Route 9, Lake George NY 12845.
- 10.) Questions or More Information: (518) 761-6426.