



Voter Registration  
Financial Records

*Shawndra Jaggart*

Jefferson County Clerk  
P. O. Box 6317  
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(870) 541-5322  
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Marriage License  
Probate

### **DOING BUSINESS UNDER AN ASSUMED NAME CERTIFICATES**

Arkansas law requires that no person shall conduct or transact business in this state under an assumed name or under any designated name or style, corporate or otherwise, other than the real name of the individual conducting or transacting such business unless the person files a certificate in the office of the County Clerk of the counties in which the person conducts or transacts or intends to conduct the business.

DBA Certificates are filed and recorded in the office of the County Clerk. A person or persons desiring to file a DBA is required to complete the certificate form and sign it before a notary public.

- The filing fee for this certification is \$25.00
- The index fee is \$1.00
- The certified copy the bank requires is an additional \$5.00
- If the County Clerk office has to notarize the form, there is an additional \$5.00 charge

The types of businesses that would typically use the form are sole proprietorships and general partnerships

#### **Filing the DBA Certificate in the County Clerk's Office may be accomplished by:**

1. In person
2. Mail (Provide a self-addressed stamped envelope with a money order or cashier's check in the amount of \$31.00; \$25.00 filing fee, \$1.00 index fee and \$5.00 for a certified copy.)

#### **INSTRUCTIONS:**

You can either print this form off from the website and fill it out by hand or fill it out on your computer and then print it out. After filing the form out either return it to the Jefferson County Clerk's Office in person or mail it in as described above.

For further information regarding doing business in the State of Arkansas, you can visit the Secretary of State's website at [www.sos.arkansas.gov](http://www.sos.arkansas.gov).

*Shawndra Jaggart*

Jefferson County and Probate Clerk

