FICTITIOUS BUSINESS NAME INSTRUCTIONS
Burbank Leader

We offer 2 different services…

If you have already filed with the Los Angeles County Clerk we would need the following:

- A copy of the FBN that you filed out at the registrar recorder's office
- A copy of the purple seal that is stamped on the back of the FBN

Cost of publication is $55.00 (checks payable to Burbank Leader, credit cards and cash are also accepted) to publish ad once a week for four weeks

If you haven't filed yet we offer a full service which includes:

- A search for your Business name
- Filing of your FBN form with the Los Angeles County Clerk
- Filing your proof of publication with the Los Angeles County Clerk
- Publication of your ad, once a week for four weeks

Cost is $105.00 (checks payable to Burbank Leader, credit cards and cash are also accepted), plus $26.00 **must be PERSONAL CHECK (from the registrant) or MONEY ORDER** payable to the RRCC (Registrar-Recorder/County Clerk). **This service takes 2 weeks for filing process before publication can begin.**

NOTE: the county charges $26.00 to register one business name and one registrant

- Add $5.00 per additional business name
- Add $5.00 per additional registrant
- EXAMPLE: 1 business name & 2 partners, the County Clerk fee would be $31.00
- EXAMPLE: 2 business names & 2 partners, the County Clerk fee would be $36.00

Please print all information clearly and sign the form in BLACK INK ONLY.
Return original forms in the mail with your payment or come into our office:

Burbank Leader, Attn: Legal Advertising
221 N. Brand Blvd., 2nd Floor, Glendale, 91203

The County Clerk/Recorder will not accept any forms with a P.O. Box listed as an address nor will they accept forms that have whiteout or something scratched out.

If you need to check to see if your business name is available, this can be done thru the Los Angeles County Fictitious Business Name Records. You may look it up on the County website at www.lavote.net, Search Fictitious Business Names.

Please include a daytime phone number where you can be reached on the check and money orders. This is for billing only. **Do not** use "temporary" checks.

If you have any question please call us direct at (818)637-3208

Thank you for choosing the Burbank Leader to assist you in starting your new business. We wish you the very best luck in this new venture.

Burbank Leader
221 N. Brand Blvd., 2nd Floor, Glendale, CA 91203
Legal Advertising 818-637-3208

July 1, 2011