



# Rachael Parker

## Peoria County Clerk

Peoria County Courthouse • Room 101 • 324 Main Street • Peoria, Illinois 61602  
countyclerk@peoriacounty.org • www.peoriacounty.gov/County-Clerk • Fax: (309) 672-6063

**General**  
(309) 672-6059  
**Land Records**  
(309) 672-6090

### **BUSINESS UNDER AN ASSUMED NAME**

### **GENERAL INSTRUCTIONS**

Any person or persons conducting business under an assumed name in this State must register in the Office of the County Clerk in the county where they are to conduct or transact the business pursuant to 805 ILCS 405/1. If the business will be a corporation other than a professional service corporation, or an LLC, you will need to file with the Illinois Secretary of State (217-782-7880), not the County Clerk. If the corporation will be a professional service corporation (805 ILCS 10/1) which adopts a fictitious name or continues to use the name of a deceased shareholder or the name of a member of a predecessor organization, you must file with the County Clerk of the county where your principal place of business is located. To register with the Office of the Peoria County Clerk, you will need to follow these steps:

1. Complete the "Certificate of Ownership". Please type or print neatly. Be sure to have all signatures notarized. The document can be notarized in the County Clerk's Office when it is signed in front of a deputy clerk and current identification is presented.
2. Return the completed form to the Peoria County Clerk's Office, Room 101 of the County Courthouse. The State mandated fee for filing the certificate is \$5.00. You may pay with cash, check (check must include your Driver's License Number and State where issued, if not Illinois, and your phone number), debit card or credit card. There is a \$2.50 charge for debit card usage. Credit card transactions up to \$50.00 will be charged a \$2.50 fee. Additional fees apply to credit card transactions above \$50.00.
3. The information on the BUAN Certificate must be published in a newspaper which is of general circulation within and published within Peoria County. ***The first publication must be within 15 days after the certificate is filed in the office of the County Clerk.*** Once this is completed, be sure to provide the County Clerk's office with the Proof of Publication. The Proof of Publication is a certification from the newspaper listing the dates published and can

be obtained from the newspaper. A printout of the draft notice does not meet this requirement. ***This proof must be received by the County Clerk's Office within 50 days after the certificate is filed.***

4. After the Clerk's office has received Proof of Publication, you will be mailed a certificate showing that your business is registered in accordance with Illinois State Law.

**Notifying of Changes: Business Address, Owner Name/Residence & Owner Added/Removed**

Please note that if any person changes his name or residence address or the address of any place of business in this county changes, a new certificate must be filed. If any person is added to the business, a certificate of addition will have to be filed and published following the steps in Paragraph 3 above. If any person withdraws, a certificate of withdrawal must be filed. If the withdrawal effectuates any change in or transfer of the ownership of 25% or more of the total ownership interest in the business, then notice of the filing must be published. All publications shall be published for three consecutive weeks in a newspaper which is of general circulation within and published within Peoria County. These supplemental certificates are available from the County Clerk's office and cost \$1.50 to file.

**Confidential Address for Home-Based Businesses Exception**

For individuals intending to operate a home-based business and that have reason to believe that publishing their personal address would put their safety at risk, state law allows keeping your home address confidential when you provide a court order or police report as documentation. If this applies to you, enter the following address on the first page of the certificate in the business address and residence address fields: C/O Peoria County Clerk, 324 Main Street, Room 101, Peoria, IL 61602. Please complete the Confidential Personal Address Request page of the certification and include your actual residence address. This page will be kept confidential and should not be published. A copy of a court order or police report must be included with the certificate for this to apply. The certificate will still need to be published with the County Clerk's Office name and address in the business address and residence address fields.

## **BUSINESS UNDER AN ASSUMED NAME - CHANGES GUIDE**

**Publication Requirements:** All certificates requiring publication must be filed in the Office of the County Clerk and published in a newspaper which is of general circulation within and published within Peoria County, in the same manner as the Original Certificate of Ownership (first publication within 15 days of filing, published once a week for three consecutive weeks and proof of publication submitted within 50 days of filing).

<b>Circumstance</b>	<b>Form</b>	<b>Publication Required</b>
Business Name Change	Certificate of Ownership (New Business Name)	Yes
	Supplementary Certificate - Cancellation of Business (Old Business Name)	No
Business Address Change	Supplementary Certificate - Business Address Change, Addition or Removal	No
Business Address Addition	Supplementary Certificate - Business Address Change, Addition or Removal	No
Business Address Removal	Supplementary Certificate - Business Address Change, Addition or Removal	No
Individual's Address Change	Supplementary Certificate - Individual's Address or Name Change	No
Individual's Name Change	Supplementary Certificate - Individual's Address or Name Change	No
Addition of an Individual's Name	Supplementary Certificate - Addition of Name(s)	Yes
Withdrawal of an Individual's Name	Supplementary Certificate - Withdrawal of Name(s)	*See Note
Cancellation of Business	Supplementary Certificate - Cancellation of Business	No

\* This supplementary certificate only needs to be published if the withdrawal effectuates any change in or transfer of the ownership of 25% or more of the total ownership interest in the business.

**FOR INFORMATION ON STARTING A BUSINESS, CONTACT:**

**SMALL BUSINESS DEVELOPMENT CENTER**

BRADLEY UNIVERSITY: 677-2992  
ILLINOIS CENTRAL COLLEGE: 495-5972  
ILLINOIS CENTRAL COLLEGE: 676-7500 MAIN DESK

**ADDITIONAL CONTACTS**

ILLINOIS DEPARTMENT OF REVENUE  
101 W. JEFFERSON  
SPRINGFIELD, IL 62762  
1-800-732-8866  
[WWW.ILTAX.COM](http://WWW.ILTAX.COM)

START A BUSINESS-GREATER PEORIA  
[WWW.STARTABUSINESSGP.ORG](http://WWW.STARTABUSINESSGP.ORG)

**ZONING**

COUNTY 672-6915  
CITY 494-8600

*For additional information please consult an attorney or 805 ILCS 405/1.*