

ORDER FORM
LISTING OF ASSUMED NAME CERTIFICATES

Date:

Ordered By:

Company:	
Contact Name:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
E-Mail Address:	

Month/Year Requested: _____

Multiple months can be ordered at the same time.

Cost: \$25.00 for each month requested

The above cost will provide an electronic listing of every assumed name certificate (DBA), new and renewal, filed with our office during that specific month/year.

The electronic listing will consist of an Excel spreadsheet and will contain all of the following information: Business Name, Owner Name, Business Address, Filed Date, Expiration Date, Status (New or Renewal). The spreadsheet can be manipulated to import into mailing lists, etc.

All orders **MUST** be submitted in writing and **MUST** include payment in full in advance. Payment is accepted by business check or money order; we cannot accept personal checks.

To submit an order, simply fill out this form and mail it, along with full payment, to:

Genesee County Clerk's Office
Attn: Doreen Fulcher
900 South Saginaw Street
Flint, MI 48502
(810) 257-3225

After the order is received, the Genesee County Clerk's Office will E-mail an Excel spreadsheet to the E-mail address provided. Our office can send a separate file for each month ordered or we can combine multiple months into a single file.

Customer Signature