

## Assumed Name Application Checklist

- Complete, Sign and get **Application** Notarized
  
- Return **Application** to Courthouse with \$15 filing fee (cash or check) and receive **Assumed Name Publication Notice** from Courthouse
  
- Take **Assumed Name Publication Notice** to the Mt. Vernon Sentinel newspaper office to have Assumed Name Ad run. *The newspaper office is located at 1808 Broadway St., Mt. Vernon, Illinois on north side of covered walkover from Casey Middle School. Their phone number is 618-246-2000.*
  
- Return **Proof of Publication and tear sheet of the newspaper** to Courthouse following the 3 consecutive week ad run **within the 50-day maximum allowed**. The Recorder's Department will then create the Assumed Name Certificate of Business Ownership and mail it to the address of the business on the application.



Joseph Davis  
Jefferson County Recorder  
100 South 10<sup>th</sup> Street – Room 105 – Mount Vernon, Illinois 62864  
(618) 244-8020, ext. 3, opt. 2