

DEBRA DEBERRY
CLERK OF SUPERIOR COURT
DEKALB COUNTY, GA



Monday – Friday
8:30 A.M. – 5:00 P.M.
404-371-2836

www.dksuperiorclerk.com

Trade Name Applications, Amendments and Cancellations are filed online through **eFileGA** ONLY.

Read before filing: Georgia law (O.C.G.A. § 10-1-490) requires every "person, firm, or partnership, carrying on in this state any trade or business under any trade name or partnership name or other name" to register the trade name of the business with 30 days from "commencing to do business." As provided by law, the registration shall be eFiled with the Clerk of the Superior Court in the County where the business is chiefly carried on or the county of its legal domicile.

Required Publication Notice: Notice of the filing shall be published in the county legal organ, The Champion Newspaper. Go to <https://www.dekalblegalnotices.com> for more information. Legal Notices can be emailed to legalads@dekalbchamp.com. For additional information call (404) 373-7779 ext. 1009. No person, firm, or partnership already registered shall be required to re-register except in the event of a change of ownership.

Before you file: You are responsible for checking the Trade Name Index Books (located in our office) to confirm availability of your chosen Trade Name. If the trade name you choose is already registered, it cannot be filed. If you file without confirming the availability and the name is already registered, you will have to file a new Trade Name Application and **pay a new application fee** to register another Trade Name.

There is no refund for duplicate filings. Check first, then file!

Common reasons applications are rejected:

- Trade Name is Already Registered
- Improper filing: Retrieve LLC or INC application
- Notary is missing
- One Trade Name per business entity name allowed
- Trade Name Address cannot be listed at a Post Office Box
- Incomplete Application (i.e. Phone Number is missing)
- Filed in the wrong County
- Signature is missing
- Name Search Verification not Initialed
- Must be typed, not handwritten

Once you have verified the availability of your chosen Trade Name, follow these steps:

1. Go to: <http://dksuperiorclerk.com/trade-names/>
2. Select: The appropriate form, complete, print, sign and have notarized.
3. Register or Sign In to your eFileGA Account at <https://georgia.tylerhost.net/ofswab>
4. Scan and upload your completed documents.

Trade Name Fees

- **Registration Fee: 170.00 Effective 1/1/2024 Publication Fee must be paid directly to the Champion Newspaper. (We no longer collect the Publication Fee.)**
- **Amend Information or Cancel Trade Name Fee: \$170.00.**
- All Fees payable by Credit Card*.