



DELIA BRIONES COUNTY CLERK

500 E. San Antonio Suite 105
El Paso, Texas 79901
(915)273-3532

Registering a Business Name in El Paso County

NOTE: The County Clerk's Office is not required to perform business name searches

1. Applicant must check if the assumed name or DBA is available at [El Paso County - Assumed Names](#) before registering the new business name.
2. The County Clerk is not responsible for verifying the accuracy of the information contained in an Assumed Name/DBA certificate. Once recorded, this document may *only* be amended by filing a Withdrawal Notice of an Assumed Name form and proceeding with a new certificate (Recording Fees apply). An Assumed Name is valid for ten (10) years and should be re-filed within sixty (60) days of the expiration date.
3. If the applicant is not able to visit the County Clerk's office in person, the form may be taken to a U.S Notary, to be filled out as legibly as possible. Once completed and notarized, the Original form with wet signatures must be presented at the Downtown County Clerk's office or any of the County Clerk satellite offices. If mailed, send a business check, cashier's check, or money order payable to *El Paso County Clerk's Office*.

Fees Required To File

Unincorporated Assumed Name	\$28.00
- Each Additional Owner	\$0.50 cents
Incorporated Assumed Name	\$28.00
Withdrawal of Assumed Name	\$22.00
Each Additional Owner	\$0.50 cents

Additional Copies

Regular Copy	\$0.50
Certified Copy	\$6.00

Main Downtown Office

500 E. San Antonio
Room 105
El Paso, Texas 79901
8am-5pm

Ysleta Annex

9521 Socorro Rd. Ste A-1 El
Paso, Texas 79907
8:00 AM - 4:30 PM

Satellite Offices

Northeast Annex

4641 Cohen Dr. Ste B
El Paso, Texas 79924
8:00 AM - 4:30 PM
(Closed 12-1pm for lunch)

Northwest Annex

435 Vinton Rd. Ste 208
Anthony, Tx 79821
8:00 AM - 4:30PM
(Closed 12-1pm for lunch)

For any other questions, please contact us at (915) 273-3532
Monday through Friday 8:00 A.M to 5:00 P.M or visit our website www.epcounty.com