

# DELIA BRIONES COUNTY CLERK

500 E. San Antonio Suite 105  
El Paso, Texas 79901  
(915) 546-2071  
Fax (915) 543-3816

## Requirements to Register a Business Name in El Paso County

1. Applicant must check the assumed business name or DBA with the County Clerk's index to ensure the assumed name is available. Applicant may also check the business name via [www.epcounty.com](http://www.epcounty.com). **NOTE:** The County Clerk's Office is not required to perform business name searches.
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 changed or 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 would like an appointment, they will have to email the Recording Division at [Recording@epcounty.com](mailto:Recording@epcounty.com). Once the applicant has set an appointment, they must present themselves at [500 E. San Antonio Ste. 105 El Paso, Texas 79901](#). 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 mailed and sent to 500. E. San Antonio Room 105 El Paso. TX 79901. 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	\$29.00
Each Additional Owner	\$0.50 cents
Incorporated Assumed Name	\$29.00
Withdrawal of Assumed Name	\$23.00
Each Additional Owner	\$0.50 cents

### Mailing Address:

El Paso County Clerk's Office  
Attention: Recording Division  
500 E. San Antonio Ste. 105  
El Paso, Texas 79901

### Additional Copies

Regular Copy	\$0.50 cents
Certified Copy	\$6.00

If we can be of any further assistance, please contact us at (915) 546-2071  
Monday through Friday 8:00 A.M to 5:00 P.M or visit our website [www.epcounty.com](http://www.epcounty.com)