

WOODFORD COUNTY CLERK AND RECORDER

Dawn L. Kupfer

115 N. Main St., Room 202

Eureka, Illinois 61530-1273

Barbara Smith, Chief Deputy Debra Monge, Deputy Andrea Storm, Deputy Kayla Stimeling, Deputy

To: Persons who intend to conduct a business under an Assumed Name

From: Dawn L. Kupfer, Woodford County Clerk

Subject: Assumed Name

Upon completing the online application form, please come in to the office to have your signature notarized and pay the \$39.00 fee. (Cash or Local Check ONLY)

This office will then issue you a Publication Notice. This Notice should be published in a newspaper of general circulation published within Woodford County once a week for three (3) consecutive weeks. The first publication shall be within 15 days after the certificate is filed in the Office of the County Clerk.

Proof of the Publication from the newspaper shall be filed with the County Clerk's Office within 50 days from the date of the filing. Upon receiving this receipt showing the Notice has been published for three consecutive weeks, we will issue you the Certificate of Ownership for the business.

For your convenience, we have listed the newspapers in Woodford County that may be used for this publication:

El Paso Journal
51 W Front Street
El Paso, IL 61738
527-8595

Woodford County Journal
1926 S Main Street
Eureka, IL 61530
467-3314

Woodford Chronicle
112 N Main Street
Eureka, IL 61530
312-361-3297

If you have any questions or need additional information, please do not hesitate to contact this office. Thank you!

Office Phone: (309) 467-2822

Office Fax: (309) 467-7391

O/CountyClerk/AssumedName/AssumedNameInstructionLetter