

Instructions for completing Los Angeles County Fictitious Business Name Filings Effective March 5, 2018

The county of Los Angeles Registrar-Recorder/County Clerk's (County) office has notified us that all fictitious business name (FBN) filings must be entered directly on the County's website effective March 5, 2018. An original, signed form must also still be filed with the County.

The Malibu Times can file your FBNS, but you must go to the Los Angeles Registrar-Recorder/County Clerk's website and complete the form, print it, sign it and mail it to us, along with the Notarized Affidavit of Identity & Authorized Agent form.

Following are instructions and tips for using the County's website.

1. Go to <https://apps.lavote.gov/#/fbnfilingmethod>
2. If Filing with us, Click on Third Party. (You may file directly with the County by clicking Mail-In or In-Person and visiting one of their offices, visit <http://www.lavote.net/home/county-clerk/fictitious-business-names/general-info> for more locations)
3. Click on the type of filing you need to do.
4. If entering a new filing, it will first ask you to search the name to ensure it is not in use.
5. Begin entering the information as needed to complete the form. Click Next as you complete each step.
Tip: Starting with this step, navigate using the Previous button at the bottom of the screen and not the back arrow. Clicking on the back arrow will take you completely out of the system. You can also navigate by clicking on the navigation tree.
6. In the Additional Information section, it will ask if you want to order copies. This is not necessary. We will receive a certified copy for you when we do the filing.
7. Once you have completed entering all information, you will see a Filing Review screen to review the form.
Tip: It is very important to review what you entered for accuracy. Once you click on Submit Order, you can no longer make any changes. If changes are required, you have to start over.
8. When the completed form is accurate, click on Submit Order.
9. Your order is now complete and a County bar code is assigned in the top right of the form. The instructions state to print and sign the documents and send directly to the County.
Tip: You can send directly to the County or if you clicked Third-Party send the documents to us as for filing.
10. Print the documents (FBN form, Affidavit of Identity, Authorized Agent).
11. Complete the bottom portion "*To Be Completed by the Registrant*" on page two of the Authorized Agent form.
12. Sign all documents. The affidavit of Identity must be notarized.
Tip: signatures and punctuation must be exactly the same on all three forms or your filing will be rejected by the County.
13. If the business is an LLC or Corporation please include Articles of Incorporation/Organization
14. Send your documents to us for filing and publishing at:

The Malibu Times
15. Attn: FBNS Department
24955 Pacific Coast Hwy #102A
Malibu, CA 90265

16. Please contact us with any questions at 310-456-5507 or legals@malibutimes.com