

# Jefferson County Clerk's Office

175 Arsenal St.  
Watertown, N.Y. 13601

Land Records FAX (315)785-5145  
Court Records FAX (315)779-5990  
DMV FAX (315)785-5048

**Gizelle J. Meeks**  
County Clerk/ RMO  
(315) 785-3312  
gmeeks@co.jefferson.ny.us



**Jaime S. Thompson**  
Deputy Clerk  
(315) 785-3312  
jthompson@co.jefferson.ny.us

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## PROCEDURES FOR FILING AN ASSUMED NAME CERTIFICATE

TO FILE FOR AN ASSUMED NAME CERTIFICATE IN PERSON YOU WILL NEED TO DO THE FOLLOWING:

1. Come to the County Clerk's Office, located at 175 Arsenal St., Watertown, New York.
2. Choose a name for your business. It is recommended that you have a second choice in mind in the event the first name is already in use in Jefferson County.
3. The business must have a physical street address, a post office box is not acceptable.
4. Bring valid photo identification for the Notary Public. For example: a current New York State Driver's License or Passport.
5. A fee of \$26.00 is required, payable by cash, check, or money order. This includes the filing and copy fees. Checks should be made payable to Jefferson County Clerk. We do not accept credit cards.

TO FILE FOR AN ASSUMED NAME CERTIFICATE BY MAIL YOU WILL NEED TO DO THE FOLLOWING:

1. All forms for assumed name certificates can be found on our website. Select and complete the appropriate form for your transaction.
2. When filing by mail there is a small chance that the name you have chosen is already in use. In that case we will return your certificate for you to choose a new name. Please include a phone number so that we may reach you if we have any questions.
3. When completing your form, you must use a physical street address for the address of the business. A post office box is not acceptable.
4. Have your form notarized by a Notary Public.
5. Enclose a check or money order payable to the Jefferson County Clerk in the amount of \$26.00.
6. Include a self-addressed stamped envelope in which we will mail you your original certificate, plus one copy. You should receive this back within 2-3 business days.
7. Send your request to the following address: Jefferson County Clerk's Office, 175 Arsenal St., Watertown, NY 13601.

If you have any questions, please call 315-785-3200.