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County Clerk/RMO
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Ashley L. Gascho
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Jefferson County Clerk's Office
175 Arsenal Street
Watertown, NY 13601



Mandy M. Clermont
DMV Deputy County Clerk
315-785-3017

Kimberly A. Hayden
Records Management Specialist
315-785-5149

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 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 located in Jefferson County. A post office box is not acceptable.
4. Bring 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, money order or credit/debit card. The process will take about 10 minutes.

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

1. Download the fillable Assumed Name Certificate from our website.
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 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 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 the original and a copy.
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, Option 2.