



# Office of the County Clerk

**Cathy M. Garrett**  
Wayne County Clerk

## **INSTRUCTIONS FOR REGISTRATION UNDER THE CO-PARTNERSHIP ACT** **USE BLACK INK ONLY**

***Please Note: It is your responsibility to check local phone books, news media, and corporations' names in Lansing to be sure there is no existing business using that name.***

- Print or type all information on the forms, except signatures. Do not use pencil or red ink. U.S. Post Office Box numbers are not acceptable for the business address.
- Signatures are placed on the lines found at the middle of the form. All partners must sign the certificate.
- One signature must be notarized. All notaries must legibly type, print or stamp their name and expiration date on each certificate; as well as print the name(s) of person(s) who appeared before the notary.
- Return all four(4) copies (original + 3 copies) along with the \$12.00 filing fee to:

**Cathy M. Garrett**  
**Wayne County Clerk**  
**400 Monroe St., Suite 610**  
**Detroit, MI 48226**  
**Attn: Assumed Names**

- Personal checks will not be accepted. Please send money orders only. All personal checks will be returned. Make your money orders payable to the above address. Three (3) certified copies of the certificate will be returned to you after filing.
- If you change your business address, you must notify this office.
- If you dissolve your business, you should file a certificate of discontinuance with this office.
- If there is a change of ownership, a corticate of discontinuance should be filed by the previous owner(s), and the new owner(s) must file a new certificate of Assumed Name of Co-Partnership.
- Forms for change of address or certificate of discontinuance are available at the address listed above.

**Please state the nature of the business on the lines below. Be specific. Detach at the dotted line and return with the completed form.**

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**Name of Business** \_\_\_\_\_

**Nature of Business** \_\_\_\_\_

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