

Certificate of Adoption of Trade Name Town of Norfolk
To be filed with Town Clerk

To the Town Clerk of the Town of Norfolk, I/We _____
_____ am/are conducting business in said Town of Norfolk

under the full name of _____

at _____, Norfolk, CT 06058

The mailing Address is _____, Norfolk, CT 06058

The full name of every person conducting or transacting said business, together with the mailing address of each said person is as follows:

Name: _____ Address _____

Signature _____

Name: _____ Address _____

Signature _____

State of Connecticut

ss: Norfolk, CT

Date _____

County of Litchfield

Personally Appeared _____

Who subscribed and swore to the truth of the foregoing certificate, and acknowledged that _____
executed the same, before me.

Town Clerk – Notary Public Justice of the Peace
Commissioner of the Superior Court

Received for Record _____,

Indexed in Book No 1

Town Clerk

Fee: \$10.00 _____

Trade Names (D/B/A or Sole Proprietorship)

In Connecticut, "Trade Name" is the term given to an individual doing business under an assumed name, sometimes called "doing business as" or "D/B/A" or sole proprietorship. Unlike business entities filed on the Connecticut Business Registry (CONCORD), the filing of a trade name does not create a separate business entity.

Trade Name certificates are filed with the town clerk in the town where the business is transacted, **not** with the Office of the Secretary of the State.

Corporations and Limited Liability Companies filed on CONCORD may do business under an assumed name other than the registered name of the business, but must file a trade name certificate with the town clerk. Effective July 1, 2019, such application must provide the town clerk with the name of the business, business identification number, and principal office address as reflected on CONCORD.

Corporations and Limited Liability Companies doing business under the business name registered with our office do not need to file a trade name with the town clerk. For example, "Green Landscaping LLC" does not need to register a trade name if it is conducting business as "Green Landscaping LLC", but if it wishes to do business under a different name, then it must file a trade name with the town clerk.

At present, CONCORD does not contain information related to trade names filed by Corporations or Limited Liability Companies filed at the town level.

Please contact your local town clerk for instructions on how to file a tradename certificate. A list can be found here.

CHAPTER 620: TRADE NAMES

Tradenames are governed by section 35-1 of the Connecticut General Statutes, as amended by section 13 of Public Act 19-40.

(a) No person, except as provided in this subsection, shall conduct or transact business in this state, under any assumed name, or under any designation, name or style, corporate or otherwise, other than the real name or names of the person or persons conducting or transacting such business, unless there has been filed, in the office of the town clerk in the town in which such business is or is to be conducted or transacted, a certificate stating the name under which such business is or is to be conducted or transacted and the full name and post-office address of each person conducting or transacting such business or, in the case of a corporation or limited liability company using such an assumed name, its [full name and principal post-office address] business name, business identification number and principal office address as reflected on the records of the Secretary of the State. Such certificate shall be executed by all of such persons or, in the case of a corporation or limited liability company, by an authorized officer thereof, and acknowledged before an authority qualified to administer oaths. Each town clerk shall keep an alphabetical index of the names of all persons filing such certificates and of all names or styles assumed as

provided in this subsection and, for the indexing and filing of each such certificate, shall receive the statutory filing fee for documents established in section 7-34a, to be paid by the person filing such certificate. The Secretary of the State shall create an electronic system to collect from each town clerk the trade name index information required by this section. A town clerk shall be deemed to have complied with the index information requirement set forth in this subsection, if the Secretary determines that the index information provided by such town clerk contains all active trade name records on file with such clerk. A copy of any such certificate, certified by the town clerk in whose office the same has been filed, shall be presumptive evidence, in all courts in this state, of the facts contained in such certificate. The provisions of this subsection shall not prevent the lawful use of a partnership name or designation if such partnership name or designation includes the true surname of at least one of the persons composing such partnership. This subsection shall not apply to: (1) Any limited partnership, as defined in section 34-9, provided such limited partnership (A) has (i) filed a certificate as provided for in section 34-10, or (ii) registered with the Secretary of the State as provided in section 34-38g, and (B) conducts or transacts business under the name stated in the certificate or registered with the Secretary of the State, or (2) any limited liability company, as defined in section 34-243a, provided such limited liability company (A) has (i) filed articles or a certificate of organization as provided for in sections 34-243i and 34-247, or (ii) registered with the Secretary of the State as provided in sections 34-243m, 34-275a and 34-275b, and (B) conducts or transacts business under the name stated in the articles of organization or registered with the Secretary of the State. Any person conducting or transacting business in violation of the provisions of this subsection shall be fined not more than five hundred dollars or imprisoned not more than one year. Failure to comply with the provisions of this subsection shall be deemed to be an unfair or deceptive trade practice under subsection (a) of section 42-110b.