



# MAILING ADDRESS AND CONTACT UPDATE

## *Certificate of Assumed or Fictitious Name*

*Office of the Clark County Clerk*

*Lynn Marie Goya*

**NOTE: TO ENSURE THE CORRECT INFORMATION IS UPDATED IN OUR SYSTEM, YOU MUST INCLUDE A COPY OF THE ACTIVE CERTIFICATE FILED WITH OUR OFFICE FOR THIS BUSINESS. THE INFORMATION PROVIDED ON THIS FORM WILL REPLACE WHAT WE CURRENTLY HAVE ON FILE FOR THIS ASSUMED OR FICTITIOUS NAME FILING.**

**Assumed or Fictitious Name:** \_\_\_\_\_  
*Must match exactly with the name on the certificate filed with our office*

**Certificate Instrument Number:** \_\_\_\_\_  
*This can be found at the top left of the page in the annotation section of the original filing notice*

**Business Contact:** \_\_\_\_\_  
*Phone Number* \_\_\_\_\_ *Email Address* \_\_\_\_\_

**New Mailing Address:** *(This is the only address that will receive the Notice of Renewal)*

\_\_\_\_\_  
*Street Address* \_\_\_\_\_ *Unit/Apt/Suite/Bldg*

\_\_\_\_\_  
*City* \_\_\_\_\_ *State/Province* \_\_\_\_\_ *Zip* \_\_\_\_\_ *Country*

**Print Authorized Signer Name:** \_\_\_\_\_  
*Full Name (first middle last) of the person authorized to update this information*

**Authorized Signer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

BY SIGNING ABOVE, EACH SIGNER DECLARES UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF NEVADA THAT THE FOREGOING IS TRUE AND CORRECT. A FILED CERTIFICATE FOR AN ASSUMED OR FICTITIOUS NAME UNDER WHICH A BUSINESS IS BEING CONDUCTED IN CLARK COUNTY, NEVADA, IS VALID FOR FIVE (5) YEARS FROM THE FILING DATE. MODIFYING OR UPDATING INFORMATION ON A FILING DOES NOT AFFECT THE ORIGINAL EXPIRATION DATE.

*Office use only – v7.27.23*

**IMPORTANT: BEFORE MAILING OR BRINGING THIS FORM IN PERSON, PLEASE READ THE FOLLOWING.**

**PLEASE BE AWARE THAT ACCORDING TO STATE LAW (NRS 239.330), ANY PERSON WHO KNOWINGLY PROCURES OR OFFERS ANY FALSE OR FORGED INSTRUMENT TO BE FILED, REGISTERED OR RECORDED IN ANY PUBLIC OFFICE, WHICH INSTRUMENT, IF GENUINE, MIGHT BE FILED, REGISTERED OR RECORDED IN A PUBLIC OFFICE UNDER ANY LAW OF THIS STATE OR OF THE UNITED STATES, IS GUILTY OF A CATEGORY C FELONY.**

To avoid **delays** in processing or **rejection** of your FFN, you must:

- Complete the **CORRECT** form:
  - For a single natural person (or spouses who jointly own and conduct the business but are not forming a partnership), you must use our **Sole Proprietorship** form.
  - For a domestic or foreign-qualified corporation, limited-liability company, limited partnership, limited-liability partnership, and limited-liability limited partnership, you must use our **Registered Business Entity** form.
  - For a partnership between two or more natural and/or artificial persons (excluding those listed that require the Registered Business Entity form), you must use our **General Partnership** form and complete a separate form for every owner in the partnership.
  - For a business trust or family trust, you must use our **Trust** form and complete a separate form for every trustee in the trust. A copy of the trust must also be provided listing all trustees for verification or the form will be rejected.
  - For a Series LLC created by a parent limited-liability company (or authorizing LLC), you must use our **Series LLC** form.
  
- **REVIEW** the form:
  - Ensure all required information is provided and spelled correctly.
  - If you make a mistake, do not cross anything out or use correction fluid or tape – you must complete a new form.
  
- **SIGN** the form:
  - Make sure to obtain all signatures required for the form used.
  - For registered business entities, we must be able to verify authorized signers through business entity registration with the state of Nevada or with official business formation documentation at the time of filing. If this is unclear, please call our office before attempting to file the form.
  
- Submit the **ORIGINAL** form (copies are not accepted):
  - By Mail:           Clark County Clerk's Office  
                          Attn: FFN  
                          Box 551604  
                          Las Vegas, NV 89155-1604
  
  - In person at one of our locations. Check the **Contact Us** page on our website <https://weddings.vegas/> for current locations and hours.
  
- Include the correct **PAYMENT**:
  - \$25 to file a New or Renewal FFN form
  - \$20 to file a Termination form
  - No fee to file a Mailing Address and Contact Update form
  - Checks and money orders should be made payable to **County Clerk**

**IF YOU HAVE ANY QUESTIONS BEFORE MAILING YOUR FORM, CALL (702) 671-0600.**