DBA AND/OR CO-PARTNERSHIP CERTIFICATE REQUEST FORM

Meredith Place **| KALAMAZOO COUNTY CLERK & REGISTER OF DEEDS**
PHONE: (269) 383-8840 | EMAIL: DBACPFILING@KALCOUNTY.COM |$15.00/copy

Instructions: Please complete the form below and fax, mail, or email it to my office. Please include all requested information and documentation listed below. Any missing information/documentation will likely delay the processing of your request. Note: If your request is urgent, please indicate as such and ask that your request be sent via USPS Priority Mail Express for an additional charge of $40. Payment may be made by debit/credit card, check, or money order (made payable to **Kalamazoo County Clerk**).

REQUESTOR'S INFORMATION

PRINT LEGIBLY

Name: _____ Day Phone Number: _____

Address: _____ City, State Zip: _____

Signature: _____ Email: _____
(Must be signed to process request)

Certified Copy of DBA or Co-partnership Fees: *$15.00*

DBA and/or Co-Partnership Record Information

Number of copies requested: ☐

Name of Business on Record: _____

Name of Owner on Record: _____
First Last Name

Document Number (If Known): _____

PAYMENT / SHIPPING INFORMATION

Costs from above) $ _____

SHIPPING: (order is mailed to requestor's address)

☐USPS Express Mail: $40.00 (U.S. only)

☐Regular mail: FREE

TOTAL COST: $ _____

□Check payable to **Kalamazoo County Clerk** or Money Order

If paying by credit card, please enter information below:

Name on the Card: _____

Card Number: _____

Expiration Date: _____ Security Code: _____ Billing Zip Code: _____

Signature*: _____

*With your signature, you are authorizing any applicable card service fee and agreeing to abide by your cardholder agreement