



# Mark Church

Assessor-County Clerk-Recorder & Chief Elections Officer

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## Affidavit of Identity Form Requirement (AB 1325)

Pursuant to Assembly Bill 1325, effective January 1, 2014, the San Mateo County Assessor-County Clerk-Recorder's Office requires a completed Affidavit of Identity form to accompany any Fictitious Business Name (FBN) Statement (Original, Refile and New).

**OVER THE COUNTER:** Business Owners are required to fill out the top portion of the form and show a government-issued ID in order to verify they are the authorized signer. Any filings submitted by a Third Party/Agent/Courier will require a completed Affidavit of Identity form signed by the Registrant and acknowledged by a notary, as well as page 2 of Identify form completed and ID presented.

The registrant (LLP, LP, LLC, Corp. Non-Profit, Inc. and Foreign Association) must also submit an original documentary evidence issued by the Secretary of State indicating the current existence and good standing of that business entity [*Business and Professions Code Section 17913(f)*].

**MAIL-IN:** Business owners are required to fill out the entire Affidavit of Identity form and have the bottom portion acknowledged by a notary and mailed in along with the complete FBN form and payment.

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*This requirement has been made in accordance with the legislative amendment of Business and Professions code sections 17913, 17916, 17922, 17923, 17927 and 17929.*