

# DBA Publication Checklist

Legal Notice Publication Hub — [legal-notice-hub.com](http://legal-notice-hub.com)

## How to Use This Checklist

Complete each step in order. Initial each box when done. Keep this checklist with your DBA filing documents as a record of compliance.

### STEP 1 — File Your DBA With the County Clerk

- Prepare the fictitious business name (DBA) statement with: business name, business address, owner name(s) and address(es), entity type
- File with the county clerk in the county where your principal place of business is located
- Pay the county clerk filing fee (typically \$10–\$50)
- Obtain a file-stamped copy — note the FILING DATE: \_\_\_\_\_
- Calculate your publication deadline: filing date + 45 days (CA) / 120 days (NY LLC) / your state's window: \_\_\_\_\_

### STEP 2 — Find an Adjudicated Newspaper

- Contact county clerk and request the list of adjudicated newspapers for your county
- Identify all newspapers on the approved list
- Verify each newspaper's adjudication is current (confirm decree number and county)
- Get a written quote from each adjudicated newspaper for your notice type and word count
- Select your newspaper: \_\_\_\_\_
- Contact at newspaper for legal notices: \_\_\_\_\_ Phone: \_\_\_\_\_

### STEP 3 — Submit Your Notice and Confirm Publication

- Verify your notice text includes all required elements for your state (business name, address, owner names, filing date)
- Submit notice text to the newspaper's legal notice department
- Confirm the total number of publications required: \_\_\_\_\_
- Confirm publication dates in writing:
- Publication 1: \_\_\_\_\_

- Publication 2: \_\_\_\_\_
- Publication 3: \_\_\_\_\_
- Publication 4: \_\_\_\_\_
- Final publication date: \_\_\_\_\_
- Confirm affidavit of publication will be prepared and turnaround time: \_\_\_\_\_
- Confirm total cost in writing: \$ \_\_\_\_\_
- Pay the newspaper publication fee and retain receipt

#### STEP 4 — Obtain and File the Affidavit of Publication

- After final publication date, follow up with newspaper for affidavit of publication
- Review affidavit for completeness: newspaper name, county of adjudication, publication dates, notice text, notary seal
- Confirm newspaper clipping is attached to the affidavit
- Note the affidavit filing deadline: final publication date + 30 days = \_\_\_\_\_
- File the affidavit with the county clerk within the required window
- Pay the county clerk affidavit filing fee (typically \$10–\$20)
- Obtain a conformed/file-stamped copy of the filed affidavit
- Store original affidavit and filed copy in permanent business records

#### Quick State Reference

State	Begin Publication Within	Duration	File Affidavit Within
California	45 days of DBA filing	4 consecutive weeks	30 days of last pub
New York (LLC)	120 days of formation	6 weeks, 2 newspapers	60 days of last pub
Georgia	Before conducting business	2 consecutive weeks	30 days of last pub
Pennsylvania	After filing fictitious name	1 week (2 newspapers)	30 days of pub
Minnesota	Before using name	1 week	File with county auditor
Nevada	40 days of county filing	1 week	40 days of pub
Washington	Before/upon business	3 consecutive weeks	File with county auditor
Illinois	Before using fictitious name	3 consecutive weeks	75 days of last pub
Nebraska	45 days of organization	1 week	File with Sec. of State
Florida	Before/at first use	1 publication	Retain for records

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