



# San Bernardino County Clerk Proof of Publication Quick Reference

*Effective January 01, 2023*

**Disclaimer:** The “Proof of Publication Quick Reference” shall serve as a guide to those publishers approved by the Superior Court of San Bernardino County. To view our Fictitious Business Name Publication Requirements please visit: [https://www.sbcounty.gov/uploads/arc/arcforms/fbn\\_info\\_sheet\\_and\\_publication\\_req.pdf](https://www.sbcounty.gov/uploads/arc/arcforms/fbn_info_sheet_and_publication_req.pdf)

## **General Requirements:**

- I. Registrant must publish once a week for 4 consecutive weeks with an approved publisher.
  - a. 1<sup>st</sup> publication should start appearing in newspaper within 45 days from the filing date.
- II. An affidavit of publication shall be filed with the County Clerk within 30 days after the completion of the publication.

## **Filing Proofs of Publication in our office:**

### **I. Online via Email:**

Processing Time: 5-7 business days

Requirements for submissions via Email:

- a) Each Proof of Publication must be scanned separately. They cannot be sent in bulk as one digital file.
- b) Each Proof of Publication must be scanned as a tiff or pdf at 300 dpi
- c) Each Proof of Publication must be scanned in black & white
- d) Each Proof of Publication must be legible
- e) The email must list all FBN numbers for Proofs of Publication that are being submitted
- f) E-mail Proofs of Publication to [FBN.Proofs@arc.sbcounty.gov](mailto:FBN.Proofs@arc.sbcounty.gov)

Once they are filed, we shall email to the submitter a receipt showing which Proofs of Publication were filed. Your office may view the index, request and pay for copies of the filed Proofs of Publication online through our public access Portal after you receive the receipt and 2 business days after filing. Please **use Google Chrome** to access the public access web <https://arcselfservice.sbcounty.gov/web/>. All other internet browsers will not be compatible to conduct a search. Any rejected Proofs of Publication will be emailed to the submitter with a reject/transmittal letter.

### **II. Mail-In:**

Processing time: 7-10 business days

Mail-in the original proof of publication to:  
County Clerk: Proof of Publication  
222 W. Hospitality Lane, 1<sup>st</sup> Floor  
San Bernardino, CA 92415-0022

Please note: If accepted for filing, you will not be alerted once processed. You may check on our website using google chrome to see if the proof of publication has been filed: <https://arcselfservice.sbcounty.gov/web/>  
If proof is rejected: You will be mailed a reject/transmittal letter along with the original proof of publication.

**Copies**

Your office may view the online index, request and pay for copies of the filed Proofs of Publication online through our public access portal after you receive the receipt and **2 business days after filing**. Please **use Google Chrome** to access the public access web <https://arcselfservice.sbcounty.gov/web/>. All other internet browsers will not be compatible to conduct a search.

**Fees:**

Recorded or filed documents 8 ½ x 11 (first page per document) .....	GC27366, Cnty16.0203 .....	\$3.00
Recorded or filed documents 8 ½ x 11 (each subsequent page after 1 <sup>st</sup> ) ....	GC27366, Cnty16.0203.....	\$1.00
Certificate under seal (per page) .....	GC27364, Cnty16.0203.....	\$1.00

**Proof of Publication/Affidavit of Publication Requirements:**

- A. An Original Form is submitted
- B. Has a wet signature
- C. List dates of publication
- D. The following matches the original FBN Filing:
  - ✓ FBN Number
  - ✓ FBN Filing Date
  - ✓ Fictitious Business Name(s)
  - ✓ Full Street Address of Principal Place of Business (Street, City, State, Zip)
  - ✓ Each Registrant(s) Full Name & Address
  - ✓ Date they began to transact business under the fictitious business name
  - ✓ Name of the Authorized Person or digital signature of the person who signed original FBN and their Title

**NOTE:** You as the publisher are only obligated to publish what is on the original FBN filing. If there are errors such as typos, wrong zip codes, etc., on the filed FBN statement, it is the responsibility of the FBN filer to refile with the correct information. Items required to be on the proof of publication need to match the FBN statement or they will be rejected by our office.

***SEE THE FOLLOWING PAGES FOR  
SAMPLE OF ACCEPTABLE PROOF OF  
PUBLICATION***



# Sample Newspaper

1234 Fake Street Suite 123  
San Bernardino, CA 91234  
(909) 123-4567  
fbnproofs@website.com

## AFFIDAVIT OF PUBLICATION

(2015.5.C.C.P)

Area for County Clerk Use Only

State of California  
County of San Bernardino

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of Sample Newspaper a newspaper that has been adjudged to be a newspaper of general circulation by the Superior Court of the County of San Bernardino, State of California, on August 3, 1995, Case CIVD1234567 for the City of San Bernardino, County of San Bernardino, State of California; that the notice of which is which the annexed is a true printed copy, has been published in each regular and extra issue, and not in any supplement thereof, of said newspaper on the following dates, to wit:

06/08/2022	06/15/2022
06/22/2022	06/29/2022

"I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct."

Dated at San Bernardino, California  
Date: 06/29/2022

Signature

### FICTITIOUS BUSINESS NAME STATEMENT:

**FBN2022000027**

The following person(s) is/are doing business as: *Joe's Donut Shop at 1234 Donut Drive Suite 8-B Redlands, CA 92123 San Bernardino County*

Name of corporation or limited liability company as shown in the Articles of Inc./Org./Reg.: *ULTIMATE DONUTS LLC, State of Inc./Org./Reg.: CA (202201234567) 2586 SNACKS DRIVE LOS ANGELES, CA 91234*

Business is being conducted by: *Limited Liability Company*

Signed: By signing below, I declare that all information in this statement is true and correct. A registrant who declares as true information, which he or she knows to be false, is guilty of a crime. (B&P Code 17913) I am also aware that all information on this statement becomes Public Record upon filing.

*s/ Joe Smith, CEO.*

This statement was filed with the County Clerk of San Bernardino on: *06/07/2022*

I hereby certify that this is a correct copy of the original statement on file in my office.

Began transacting business: *06/01/2022*

NOTICE- This fictitious business name statement expires five years from the date it was filed in the office of the County Clerk. A new fictitious business name statement must be filed before that time. The filing of this statement does not of itself authorize the use in this state of a fictitious name in violation of the rights of another under federal, state, or common law (see section 14400 et. Seq. Business & Professions Code).  
*06/08/2022, 06/15/2022, 06/22/2022, 06/29/2022*

**DISCLAIMER: TITLES, BUSINESS NAMES, ADDRESSES, ETC. ARE MADE UP AND USED FOR ILLUSTRATION PURPOSES ONLY.**



**San Bernardino County**  
 Recorder - Clerk  
 222 W. Hospitality Lane, 1st Floor  
 San Bernardino CA 92415-0022  
 855 REC-CLRK  
[www.sbcountyarc.org](http://www.sbcountyarc.org)

Filed in County Clerk's Office  
 San Bernardino County

**Bob Dutton**  
 Assessor-Recorder-County Clerk

**FBN2022000027**

06/07/2022 09:45 AM

FBN  
 Pages: 3  
 Fee: \$55.00  
 SAN  
 12443

**BUSINESS OWNER IS RESPONSIBLE TO DETERMINE IF PUBLICATION IS REQUIRED (BPC 17917). FILING IS A PUBLIC RECORD (GC 6250-6277).**

Space above for County Clerk Use Only

**FICTITIOUS BUSINESS NAME STATEMENT**

**FILING**

**ABANDONMENT:**

Date of Current Filing \_\_\_\_\_ File No. \_\_\_\_\_  
 County of Current Filing \_\_\_\_\_ Current Filing \_\_\_\_\_

Fees: \$55.00 Includes one registrant (please make check payable to "County Clerk") \$10.00 Each additional registrant  
 \$10.00 Each additional FBN name filed on same statement and operating at same location

Please **TYPE** or **PRINT** legibly and firmly in **DARK** ink (no alterations). See reverse side for filing and publishing instructions. The determination whether or not publication is required by law is ENTIRELY THE RESPONSIBILITY OF THE REGISTRANT. **Neither the County Clerk nor his deputies are permitted by law to give legal advice and/or assistance.** THE FOLLOWING PERSON(S) IS (ARE) DOING BUSINESS AS:

<b>1</b>	LIST FICTITIOUS BUSINESS NAME BELOW (as shown in the Articles of Inc./Org./Reg.)		County of Principal Place of Business		
	<b>JOE'S DONUT SHOP</b>		<b>SAN BERNARDINO</b>		
<b>2</b>	Street Address of Principal Place of Business (P.O. Box or PMB address NOT acceptable)		City	State	Zip Code
	<b>1234 DONUT DRIVE SUITE 8-B</b>		<b>REDLANDS</b>	<b>CA</b>	<b>92123</b>
	Mailing Address (Optional)	City	State	Zip Code	# of Employees (Optional)
<b>3</b>	(1) Name of <b>Individual</b> Registrant (First name)		(Middle initial <u>only</u> )	(Last name)	
	(1) Name of <b>corporation or limited liability company</b> as shown in the Articles of Inc./Org./Reg.		State of Inc./Org. / Reg.	Inc./Org./Reg. No. (Optional)	
	<b>ULTIMATE DONUTS LLC</b>		<b>CA</b>	<b>202201234567</b>	
	Residence Street Address/Corporation or LLC Street Address		City	State	Zip Code
	<b>2586 SNACKS DRIVE</b>		<b>LOS ANGELES</b>	<b>CA</b>	<b>91234</b>
	(2) Name of <b>Individual</b> Registrant (First name)		(Middle initial <u>only</u> )	(Last name)	
	(2) Name of <b>corporation or limited liability company</b> as shown in the Articles of Inc./Org./Reg.		State of Inc./Org. / Reg.	Inc./Org./Reg. No. (Optional)	
	Residence Street Address/Corporation or LLC Street Address		City	State	Zip Code

**List any additional names on additional form**

(CHECK ONE ONLY) This business is/was conducted by:

<b>4</b>	<input type="checkbox"/> An Individual	<input type="checkbox"/> A Limited Liability Partnership	<input type="checkbox"/> A Married Couple
	<input type="checkbox"/> A General Partnership	<input type="checkbox"/> An Unincorporated Assoc. Other Than a Partnership	<input type="checkbox"/> State or Local Registered Domestic Partners
	<input type="checkbox"/> A Limited Partnership	<input type="checkbox"/> A Corporation	<input type="checkbox"/> A Joint Venture
	<input checked="" type="checkbox"/> <b>A Limited Liability Company</b>	<input type="checkbox"/> Copartners	<input type="checkbox"/> A Trust

**5** Registrant **commenced** to transact business under the fictitious business name or names listed above on (do not enter a future date). **06/01/2022**  
 (If registrant has not yet commenced to transact business, insert the statement "Not applicable"). Month, Day, Year

**6** **BY SIGNING, I DECLARE THAT ALL INFORMATION IN THIS STATEMENT IS TRUE AND CORRECT.** A registrant who declares as true any material matter pursuant to Section 17913 of the Business and Professions Code that the registrant knows to be false is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).

Signature: JOE SMITH Printed Name of Person Signing: **JOE SMITH**  
 Printed Title of Person Signing: **CEO** Date: 06/07/2022

NOTICE--IN ACCORDANCE WITH SUBDIVISION (a) OF SECTION 17920, A FICTITIOUS NAME STATEMENT GENERALLY EXPIRES AT THE END OF FIVE YEARS FROM THE DATE ON WHICH IT WAS FILED IN THE OFFICE OF THE COUNTY CLERK, EXCEPT, AS PROVIDED IN SUBDIVISION (b) OF SECTION 17920, WHERE IT EXPIRES 40 DAYS AFTER ANY CHANGE IN THE FACTS SET FORTH IN THE STATEMENT PURSUANT TO SECTION 17913 OTHER THAN A CHANGE IN THE RESIDENCE ADDRESS OF A REGISTERED OWNER. A NEW FICTITIOUS BUSINESS NAME STATEMENT MUST BE FILED BEFORE THE EXPIRATION. THE FILING OF THIS STATEMENT DOES NOT OF ITSELF AUTHORIZE THE USE IN THIS STATE OF A FICTITIOUS BUSINESS NAME IN VIOLATION OF THE RIGHTS OF ANOTHER UNDER FEDERAL, STATE, OR COMMON LAW (SEE SECTION 14411 ET SEQ., BUSINESS AND PROFESSIONS CODE).