

File a DBA (Assumed Name) in Travis County

Accessibility-Friendly Guide — DocuAid by Oevae

This guide is for all Texans — especially people with disabilities, seniors, and anyone with temporary mobility challenges — who need to file an Assumed Name Certificate (DBA) with the Travis County Clerk. We use plain language and large, readable text.

What is a DBA?

A DBA (“ Doing Business As ”) lets you operate your business under a name that is not your personal name. Example: Maria Lopez doing business as “ Sunrise Cleaning. ” In Texas, county-level DBAs typically last 10 years, unless you change them.

Before You File — Quick Prep

- Choose and search your business name (avoid duplicates).
- Download and complete the Assumed Name Certificate form from the Clerk ’ s website.
- Notarize the form. If you can ’ t travel, ask us to arrange a Texas-compliant Remote Online Notary (RON).
- Prepare payment (fees may change; confirm current amounts and accepted payment types).

Ways to File

- In person at the Clerk ’ s Recording Division counter.
- By mail (attach notarized form and payment).
- With DocuAid: we collect your documents, verify, file at the counter or by mail, and return certified copies to you.

Accessibility Support

- Large-print and screen-reader–friendly digital versions available.
- Caregiver/authorized representative workflow (we accept an authorization letter + ID images).
- Communication options: phone, text, email, or video with live captions.
- Spanish versions available upon request.

After Filing

The Clerk records your DBA and returns a file-stamped copy. Ask for certified copies if your bank requires them. Set a reminder to renew in 10 years.

Plain-Language Checklist

Name searched
Form completed
Notarized (RON available)
Payment ready

Filed (date: _____)

Certified copies received

DocuAid Service (Optional)

Don ' t want to travel or wait in line? DocuAid will file your DBA in Travis County for you and return certified copies. Same-day and next-day options available. From \$75 + county fees.

Important: DocuAid is not a law firm and does not provide legal advice. We provide document preparation review, courier/runner services, and coordination with notaries.

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