

DocuAid Glossary — Assumed Name (DBA)

English

A name you use for business that is not your legal name. Banks may ask for a certified copy of your DBA to open a business account. Filing a DBA does not create an LLC or corporation; it only records the name you plan to use. In Texas, county DBAs generally last up to 10 years and need renewal if you keep using the name after that. [Download printable PDF](#)

Español

Un nombre comercial que no es su nombre legal. Los bancos pueden pedir una copia certificada de su DBA para abrir una cuenta comercial. Presentar un DBA no crea una LLC ni una corporación; solo registra el nombre que piensa usar. En Texas, los DBA del condado suelen durar hasta 10 años y deben renovarse si sigue usando el nombre. [Descargar PDF imprimible](#)

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DocuAid Glossary — Certified Copy

English

An official copy stamped by the Clerk to prove it is true and correct. Banks, lenders, and some agencies require certified copies for verification. The certified stamp or seal shows the document matches what is on file. You can request extra certified copies when you file to save a return trip.

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Español

Una copia oficial sellada por la oficina para probar que es verdadera y correcta. Los bancos, prestamistas y algunas agencias requieren copias certificadas para la verificación. El sello o timbre certifica que el documento coincide con el archivado. Puede pedir copias certificadas adicionales al presentar para evitar otro viaje. [Descargar PDF imprimible](#)

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DocuAid Glossary — Clerk (County Clerk)

English

The county office that records documents and keeps public records. The Clerk records filings and makes them part of the public record. Fees and office hours can change, so checking before you go can save time. If you cannot appear in person, a runner service like DocuAid can submit or retrieve documents for you. [Download printable PDF](#)

Español

La oficina del condado que registra documentos y guarda registros públicos. La oficina del secretario del condado registra presentaciones y las integra al registro público. Las tarifas y los horarios pueden cambiar, por lo que verificar antes de ir ahorra tiempo. Si no puede asistir en persona, un servicio como DocuAid puede presentar o recoger documentos por usted. [Descargar PDF imprimible](#)

DocuAid Glossary — Courier / Runner

English

A person who delivers or files documents at an office for you. Runners help when travel is hard, lines are long, or rules are confusing. They can confirm counters, fees, and required IDs before going. A good runner provides scanned receipts and tracking so you know what happened, step by step. [Download printable PDF](#)

Español

Una persona que entrega o presenta documentos en una oficina por usted. Los corredores ayudan cuando viajar es difícil, hay filas largas o las reglas son confusas. Pueden confirmar ventanillas, tarifas e identificaciones requeridas antes de ir. Un buen servicio proporciona recibos escaneados y seguimiento para que sepa lo que ocurrió, paso a paso. [Descargar PDF imprimible](#)

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DocuAid Glossary — Entity

English

Your business structure, like LLC, corporation, or sole proprietorship. Your entity affects taxes, liability, and how you sign forms. If you formed an LLC or corporation, keep your state filings current to stay in good standing. Many counties record assumed names for entities in addition to state-level filings. [Download printable PDF](#)

Español

La estructura de su negocio, como LLC, corporación o propietario único. Su entidad afecta impuestos, responsabilidad y cómo firma formularios. Si formó una LLC o corporación, mantenga sus presentaciones estatales al día para conservar el buen estado. Muchos condados registran nombres supuestos para entidades además de las presentaciones estatales. [Descargar PDF imprimible](#)

DocuAid Glossary — ID (Identification)

English

A government-issued card or document that proves who you are. Common IDs include a state driver ' s license or ID card, passport, or military ID. If your ID is expired, ask which alternatives the office accepts before you go. For remote notarization, you may be asked to scan your ID and answer knowledge-based questions. [Download printable PDF](#)

Español

Un documento emitido por el gobierno que prueba quién es usted. Las identificaciones comunes incluyen licencia o tarjeta estatal, pasaporte o identificación militar. Si su identificación está vencida, pregunte qué alternativas acepta la oficina antes de ir. Para notaría remota, puede que le pidan escanear su identificación y responder preguntas de verificación. [Descargar PDF imprimible](#)

DocuAid Glossary — LLC

English

Limited Liability Company. A common type of business entity. An LLC can help protect personal assets, depending on how you run the business. You can still file a county DBA if your LLC will use a public-facing brand name. Keep your registered agent and annual filings current with the state to avoid penalties. [Download printable PDF](#)

Español

Compañía de Responsabilidad Limitada. Un tipo común de entidad empresarial. Una LLC puede ayudar a proteger bienes personales, según cómo opere el negocio. Aún puede presentar un DBA del condado si su LLC usará una marca pública. Mantenga su agente registrado y presentaciones anuales al día con el estado para evitar multas. [Descargar PDF imprimible](#)

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DocuAid Glossary — Notary

English

A person authorized by the state to witness signatures. The notary checks your ID and watches you sign to reduce fraud. Some documents require wet ink signatures while others may allow e-signatures. If leaving home is difficult, ask about Remote Online Notarization (RON). Download printable PDF

Español

Una persona autorizada por el estado para atestiguar firmas. El notario verifica su identificación y observa su firma para reducir el fraude. Algunos documentos requieren firmas con tinta, mientras que otros permiten firmas electrónicas. Si es difícil salir de casa, pregunte por la Notarización Remota en Línea (RON). Descargar PDF imprimible

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DocuAid Glossary — Remote Online Notarization (RON)

English

Getting a document notarized online by video meeting. With RON, you connect to a commissioned online notary by secure video. You ' ll show your ID and may answer verification questions. RON can be a helpful option for people with disabilities or limited transportation. Download printable PDF

Español

Hacer notarizar un documento en línea por videollamada. Con RON, se conecta con un notario en línea autorizado mediante video seguro. Mostrará su identificación y puede responder preguntas de verificación. La RON es útil para personas con discapacidades o transporte limitado. Descargar PDF imprimible

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DocuAid Glossary — Recording

English

The process of making a document part of the official public record. Once recorded, key details like names and dates become viewable in public indexes. Recording requirements vary by document type, so forms must be accurate. Ask for certified copies at the same time if you will need proof later. [Download printable PDF](#)

Español

El proceso de incluir un documento en el registro público oficial. Una vez registrado, detalles clave como nombres y fechas aparecen en índices públicos. Los requisitos de registro varían por tipo de documento, por lo que los formularios deben ser precisos. Pida copias certificadas al mismo tiempo si necesitará prueba más adelante. [Descargar PDF imprimible](#)

DocuAid Glossary — Sole Proprietor

English

A business owned by one person who is personally responsible for the business. It ' s the simplest way to start, with fewer forms and costs. You may still need a DBA if you want to use a brand name. Keep good records for taxes and consider separating business and personal bank accounts.

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Español

Un negocio de una sola persona responsable personalmente. Es la forma más simple de empezar, con menos formularios y costos. Aun así puede necesitar un DBA si usará un nombre comercial. Mantenga buenos registros para impuestos y considere separar cuentas bancarias comerciales y personales. [Descargar PDF imprimible](#)

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DocuAid Glossary — Trademark

English

A word or symbol that shows your brand and helps protect it. A trademark can be registered at the state or federal level. Searching first can prevent conflicts before you invest in signs or logos. A DBA does not give trademark rights; it only records your business name usage. [Download printable PDF](#)

Español

Una palabra o símbolo que identifica su marca y ayuda a protegerla. Una marca puede registrarse a nivel estatal o federal. Buscar primero puede evitar conflictos antes de invertir en rótulos o logotipos. Un DBA no otorga derechos de marca; solo registra el uso de su nombre comercial. [Descargar PDF imprimible](#)

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DocuAid Glossary — Authorization

English

Written permission allowing someone else to act for you. An authorization letter lets a runner submit or pick up filings in your name. Include your contact info and a copy of your ID with the letter. Caregivers often use this so they can help from home or a hospital. Download printable PDF

Español

Permiso por escrito que permite que otra persona actúe por usted. Una carta de autorización permite que un tercero presente o recoja documentos en su nombre. Incluya su contacto y una copia de su identificación con la carta. Los cuidadores suelen usarla para ayudar desde casa o un hospital. Descargar PDF imprimible

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DocuAid Glossary — Apostille

English

A certification for documents used in other countries. An apostille confirms a signature or seal so other countries accept the document. It is commonly used for birth, marriage, and corporate records. Processing can take time; ask about expedited options if you have deadlines. [Download printable PDF](#)

Español

Una certificación para documentos que se usan en otros países. La apostilla confirma una firma o sello para que otros países acepten el documento. Es común para actas de nacimiento, matrimonio y documentos corporativos. El trámite puede tardar; pregunte por opciones rápidas si tiene plazos. [Descargar PDF imprimible](#)

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DocuAid Glossary — Certified Mail

English

A postal service that gives you proof the mail was sent and received. It provides a tracking number and, if requested, a return receipt you can keep. Certified Mail is useful when sending filings or payments by mail. Keep the receipt with your records in case questions come up later. [Download printable PDF](#)

Español

Un servicio postal que le da prueba de envío y recepción. Proporciona un número de seguimiento y, si lo solicita, un acuse de recibo para guardar. Es útil al enviar documentos o pagos por correo. Guarde el comprobante con sus registros por si surgen preguntas después. [Descargar PDF imprimible](#)

DocuAid Glossary — Affidavit

English

A sworn written statement confirmed by oath before an officer. Often used in court or administrative filings. This entry explains more context so the preview is longer. A sworn written statement confirmed by oath before an officer. Often used in court or administrative filings. This expanded section provides details, examples, and tips for using or requesting this type of document.

Español

Traducción pendiente en español. Traducción pendiente en español.

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DocuAid Glossary — Business License

English

Authorization from a local government to legally operate a business. This entry explains more context so the preview is longer. Authorization from a local government to legally operate a business. This expanded section provides details, examples, and tips for using or requesting this type of document.

Español

Traducción pendiente en español. Traducción pendiente en español.

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DocuAid Glossary — E-Recording

English

Electronic submission of documents to the county clerk through a secure online system. This entry explains more context so the preview is longer. Electronic submission of documents to the county clerk through a secure online system. This expanded section provides details, examples, and tips for using or requesting this type of document.

Español

Traducción pendiente en español. Traducción pendiente en español.

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DocuAid Glossary — Lien

English

A legal claim on property, often used by creditors to secure repayment. This entry explains more context so the preview is longer. A legal claim on property, often used by creditors to secure repayment. This expanded section provides details, examples, and tips for using or requesting this type of document.

Español

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DocuAid Glossary — Power of Attorney

English

A legal document allowing one person to act on another ' s behalf in legal or financial matters. This entry explains more context so the preview is longer. A legal document allowing one person to act on another ' s behalf in legal or financial matters. This expanded section provides details, examples, and tips for using or requesting this type of document.

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DocuAid Glossary — Probate

English

The legal process of validating a will and settling an estate after someone ' s death. This entry explains more context so the preview is longer. The legal process of validating a will and settling an estate after someone ' s death. This expanded section provides details, examples, and tips for using or requesting this type of document.

Español

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DocuAid Glossary — Quitclaim Deed

English

A deed that transfers interest in property without guarantees about ownership. This entry explains more context so the preview is longer. A deed that transfers interest in property without guarantees about ownership. This expanded section provides details, examples, and tips for using or requesting this type of document.

Español

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DocuAid Glossary — Small Claims

English

A simplified court process to resolve disputes involving small amounts of money. This entry explains more context so the preview is longer. A simplified court process to resolve disputes involving small amounts of money. This expanded section provides details, examples, and tips for using or requesting this type of document.

Español

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DocuAid Glossary — Title Search

English

A check of public records to confirm legal ownership of property. This entry explains more context so the preview is longer. A check of public records to confirm legal ownership of property. This expanded section provides details, examples, and tips for using or requesting this type of document.

Español

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DocuAid Glossary — Vital Records

English

Government documents such as birth, marriage, and death certificates kept by clerks. This entry explains more context so the preview is longer. Government documents such as birth, marriage, and death certificates kept by clerks. This expanded section provides details, examples, and tips for using or requesting this type of document.

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