

Santa Clara County Clerk-Recorder's Office Fictitious Business Name Filing Data Form



The Santa Clara County Clerk Recorder's Office offers Fictitious Business Name (FBN) filing data delivered by email. The Clerk-Recorder does not profit from this service; all pricing is based on cost recovery.

Please note the following before requesting a subscription:

1. The data will be sent via email. There will be one data file provided in ASCII format. It is a multi-record file type structure. The record layout will be provided prior to subscription.
2. The data file will be created after the previous week's documents are indexed and verified.
3. Ongoing payment is made either by draw-down (debit) account or credit card.
4. **If you use a draw-down account:**
 - a. Only funds not used at the time of account cancellation will be refunded
 - b. Payments can be made by mail or in person at our office.
 - c. If you do not have enough money in the draw-down account to cover the charges, we will NOT transfer the files.
 - d. If two shipment cycles are missed due to insufficient funds, the subscription will be terminated.
5. A non-refundable set-up fee of \$95 is charged each time a subscription account is created or re-established.
6. We will confirm your subscription start date by email.

Pricing is shown in the box below:

DRAW DOWN ACCOUNT				
	Setup Fee	Initial Deposit	Total	Ongoing Charges
Monthly FBN	\$95	\$258	\$353	\$9 monthly

Prices are subject to change at any time.

CREDIT CARD ONLY				
	Setup Fee	Transaction Fee	Total	Ongoing Charges
Monthly FBN	\$95	\$6	\$101	\$15 monthly

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CUSTOMER INFORMATION			
Action Desired:	<input type="checkbox"/> New Subscription	<input type="checkbox"/> Change Subscription	<input type="checkbox"/> Terminate Subscription
Company Name:			
Mailing Address:			
Email Address:		Phone Number:	
PAYMENT INFORMATION			
Select ONE : <input type="checkbox"/> Cash. Cash payments are accepted in person only. <input type="checkbox"/> Check. Submit checks payable to "Santa Clara County Clerk-Recorder". Payments by check can be mailed to the office. <i>Address below.</i> <input type="checkbox"/> Credit Card. Credit card charges will include a \$6 transaction fee. <i>Please see pricing on pg.1</i>			
Select ONE if using a Credit Card: Visa Mastercard Amex Discover		Credit Card Number:	
Name on Card (print):		Card Expiration Date:	
Card Holder's Signature:		Date:	
SECURE ELECTRONIC FILE TRANSFER (SFTP) INFORMATION			
SFTP Server Name:		IP Address:	
Login ID:		Password:	

Send this form with payment to:
 Santa Clara County Clerk-Recorder's Office
 ATTN: RDC Section
 110 West Tasman Drive
 San Jose, CA 95134

QUESTIONS? Send an email message to: REC.DATASALES@REC.SCCGOV.ORG

RECORDER'S USE ONLY - Customer Code:	Order Number:
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