

## Mark & Brand Renewal Registration Instructions

You may fill out the enclosed Mark & Brand Application before bringing it to the Llano County Clerk's Office for filing. **DO NOT SIGN** your name until you are in front of a deputy of the Clerk's Office so that it can be attested.

Please remember to fill out the blank marked "Brand Description". This helps us to index your brand and it will be easier to find if we need to search for it in the future. If your brand has a name, enter the name in this blank.

You are not required to fill this form out ahead of time. You may come into the Clerk's Office and we will assist you in completing the form.

When you file a renewal or a new mark or brand, we will check the index to verify you are the current owner or that the mark or brand is not currently in use. Brands & marks are good for 10 years and everyone has to renew their brands at the same time. Renewals must be filed during the period of August 31, 2021 to February 28, 2022.

### **DO NOT FILE YOUR RENEWAL BRAND APPLICATION PRIOR TO AUGUST 31, 2021.**

If you wish to mail your application to us, you must have it acknowledged by a notary before sending it to us. **PLEASE DO NOT MAIL TO US PRIOR TO AUGUST 31, 2021.** If we receive a renewal brand application through the mail prior to August 31, 2021, we are required to return it to you. We cannot hold any renewal application prior to that date.

**Fee for filing:** \$26.00 per brand per location  
**Office hours:** 8:00 AM – 4:30 PM Monday – Friday  
**Office location:** 107 W. Sandstone, Llano, Texas  
**Mailing address:** P O Box 40, Llano, Texas 78643

### **Questions?**

Call us at (325) 247-4455

Email us at [coclerk@co.llano.tx.us](mailto:coclerk@co.llano.tx.us)

**\*\*If you have more than one mark or brand, you can download additional copies of the application from the Llano County Clerk's page on the Llano County Website.**