My Business Has a Facebook Page I Didn’t Create… How Do I Get Rid of It?

This is problem for a lot of different businesses on Facebook since anyone can create pages without authorization or it is created from Check-ins, or you accidentally did it yourself. However, there is a fix! You have two options depending on if you have access to the page as an administrator or not. Also, if the page you wish to delete has people who “Like” it and you don’t want to lose them, you can Merge two pages together.

If you are an Administrator of the Page (can access everything):
Go to the page you wish to delete. Up at the top of the page you will see “Admin Panel” in the left hand corner and four buttons in the right hand corner. Click on “Edit Page” then click on “Update Info” in the drop down menu. This will take you to a new screen with different options in a list on the left side. Choose “Manage Permissions”. Scroll to the bottom and you will see an option to “Delete the Page”, click it.

If you are not an Administrator of the Page:
Go the page you wish to delete. On the right side (right across from the page name) is the “Like” & “Message” buttons. Click on the “star” next to “Message” and get the drop down menu. Choose “Is this your business?”. You check the box that you are the official representative and then continue. Enter all of the information for yourself and for your business as prompted. You will then have to verify that you are connected to your business. The easiest way is through an email address given to you by your business (ncdc@gmail.com), otherwise you can upload or scan a picture of an official document that shows your business’s name and address. Once you have done this your claim will be reviewed by Facebook and you will be contacted to let you know you can now run the page. (This may take up to a week).

Merge Two Pages Together:
First make certain both pages you wish to merge have the same listed address (if there is an address). Go to the main page (the one you want to keep) and click “Edit Page” up on the top right hand side. Choose “Update Info” from the drop down menu. This will take you to a new screen with different options in a list on the left side. Choose “Resources”. You should see a link that says “Merge Duplicate Pages”, click this and then choose the other page you want to merge. **IF YOU DO NOT SEE** the option to “Merge Duplicate Pages” it is because the two pages are not considered similar enough. To fix this rename the second page (the one you want to delete) to exactly the same name as your main page so it will show up as a merging option.

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