

FILING A BUSINESS CERTIFICATE

A business certificate is filed with the City Clerk's Office in accordance with MGL Chapter 110, Section 5. It does not grant any type of license to operate the business, nor does it permit the legal use of the address provided. It is simply a statement that one or more persons (or a corporation) is conducting a business under a name other than their own.

Get it Notarized

Each owner will have to sign a "Certificate's Owner" line in the presence of a Notary Public licensed here in Massachusetts. Most banks and insurance agencies have notaries on staff. You can find nearby notaries with an internet search. Notaries are located at the City Clerk's Office as well.

Prepare the Payment

The City accepts checks or money orders only by mail. Checks should be made payable to "City of Somerville." The City accepts cash, checks, money orders or credit cards at the City Clerk's Office.

- The fee for filing a business certificate is \$60.00, and includes two certified copies.
- The fee for renewing or adding an owner to a business certificate is \$60.00, and includes two certified copies.
- There is no fee for changing an address, withdrawing an owner, or terminating a business certificate. If you want updated certified copies, you'll have to order them.
- Additional certified copies are \$15.00 each.

File the Certificate

- You can mail it to the City Clerk's Office, City Hall, 93 Highland Avenue, Somerville, MA 02143,
OR
- You can drop it in our secure drop box just outside the back door on the School Street side of City Hall. (The School Street bridge is closed, so if you drive, take Highland Avenue to Sycamore Street to Madison Street to School Street.)

Either way, you've got to include a check or money order, and we'll mail two certified copies back to you.
OR

- You can file it at the City Clerk's Office Monday-Wednesday 8:30 AM – 4:00 PM, Thursday 8:30 AM – 7:00 PM, Friday 8:30 AM – 12:00 PM.

Term of the Certificate

A business certificate is valid for 4 years, and must be renewed each 4 years for as long as the business is open. Amending a business certificate does not extend its term. An amendment must be filed upon changing the business address or any owner's address, adding or withdrawing an owner, or terminating the business.

Changes to the Certificate

If you want to file a change in the business, note the following:

- A change in the business name requires the filing of a new business certificate, signed by all of the owners.
- A change in the business address is a change that requires the signature of all of the owners.
- A change in an owner's address is a change that requires the signature of that owner only.
- The withdrawal of an owner is a change that requires the signature of that owner only.
- The addition of an owner is a change that requires the signature of all of the owners.

The Commonwealth of Massachusetts
City of Somerville
Business Certificate

This Business Certificate, filed in conformity with MGL Ch. 110 Sec. 5, as amended, is valid for 4 years from the date of issue and must be renewed every 4 years as long as the business is conducted. It does not grant any license to operate. The undersigned hereby declare(s) that a business under the title of

_____ is conducted at
Name of Business _____

_____, Somerville, 0214_____, by the following named person(s).
Street Address _____ Zip Code _____

Corporate Owner (if applicable) _____ Title of Owner 1 _____

Owner 1 Name (Print) _____ Signature _____
Residence (Street, City, Zip) _____

Owner 2 Name (Print) _____ Signature _____
Residence (Street, City, Zip) _____

Owner 3 Name (Print) _____ Signature _____
Residence (Street, City, Zip) _____

Purpose of filing this Business Certificate:

- New business (\$60) (*all owners must sign*)
- Renewing an expiring certificate (\$60) (*all owners must sign*)
- Changing the business address (N/C) (*all owners must sign*)
- Changing an owner's address (N/C) (*changing owner must sign*)
- Withdrawing an owner (N/C) (*withdrawing owner must sign*)
- Adding an owner (\$60) (*all owners must sign*)
- Terminating a business (N/C) (*all owners must sign*)
- Other Change (N/C) (*all owners must sign*)

Business Telephone (____) ____ - ____

Mailing Address (if different than above)

Business Email _____

Address _____

Business Website _____

Address 2 _____

City, State, Zip _____

Middlesex S.S

The Commonwealth of Massachusetts

On this ____ day of _____, 20____, before me, the undersigned notary public or City Clerk's designee, personally appeared _____, proved to me through satisfactory evidence of identification, which were _____, to be the person/s whose name/s is/are signed on this document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her/their knowledge and belief.

_____ My Commission Expires _____
Notary Public or City Clerk's designee Notary Public only

This Business Certificate expires on _____. (Notarial or City Seal):