

FILING A BUSINESS CERTIFICATE

You may file, in person or by mail, a business certificate at the City Clerk's Office at the following address:

City Clerk's Office
Somerville City Hall
93 Highland Avenue
Somerville, MA 02143
(617) 625-6600 x4100
<http://www.somervillema.gov>

A business certificate is filed 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.

Fees

- 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.
- Additional certified copies are \$15.00 each.

The City accepts checks or money orders only by mail, and checks, money orders, credit cards, or cash in person. Checks should be made payable to "City of Somerville."

Term

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.

Filing in Person

The City Clerk's Office accepts business certificates Monday-Wednesday, 8:30AM-4:00PM, Thursday 8:30AM-7:00PM, and Friday 8:30AM-12:00Noon. To file, change, or terminate a business certificate in person, **each owner listed on the business certificate must be present**, and show some form of photo identification. There are Notaries Public at the City Clerk's Office that can notarize the owners' signatures. You will receive two certified copies at the time of filing.

Filing by Mail

To file, change, or terminate a business certificate by mail, fill out the form completely. Each owner listed on the business certificate must then **sign in black ink** in the presence of a Notary Public. Mail the business certificate with a check or money order for the appropriate fee to the address above. This office will mail back two certified copies.

Changes

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) _____

Business Telephone _____ Make this information public? ___ Yes ___ No

Business Email _____ Make this information public? ___ Yes ___ No

Business Website _____ Make this information public? ___ Yes ___ No

Mailing Address (if different than above) _____

Address _____

Address 2 _____

City, State, 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)

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.

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

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