



OFFICE OF THE TOWN CLERK

Andrea J. Carlson • Town Clerk • Notary Public • acarlson@hamiltonma.gov
577 Bay Road, P.O. Box 429, Hamilton, MA 01929 Office (978) 468-5570 Fax (978) 468-2682

**FILING FOR A BUSINESS CERTIFICATE
(MGL, Chapter 110, Section 5)**

WHO MUST FILE?

Any Person conduction business under any title other than the complete real name of the owner, whether individually or as a partnership. Any corporation doing business in a name other than the corporate name. (Must be filed by a corporate officer.)

WHERE DOES ONE FILE?

File with the Town/City Clerk, either in person or by mail, in every city or town where an office of any such person, partnership or corporation may be situated.

WHAT ABOUT A CHANGE?

Upon discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such person or of the location where business is conducted, such form must be filed with the Office of the Town/City Clerk.

DOES A BUSINESS CERTIFICATE EXPIRE?

A business certificate is in force and effective for four (4) years from the date of issue. A new filing must be made each four years as long as the business is conducted.

DO I HAVE TO DISPLAY THE CERTIFICATE?

NO.....but, you must provide a copy on request, during regular business hours, to any person who has purchased goods or services from such business.

FEES:

Business Certificate Filing.....\$25.00
(includes one certified copy)
Withdrawals, Discontinuance, Changes, etc.....\$10.00
(includes one certified copy)

PENALTIES:

Violations of these provisions shall be subject to a fine of not more than three hundred dollars (\$300.00) for each month during which such violation continues.

BY MAIL:

Obtain form from the Town Clerk’s Office or Website and Fill out completely, Sign form before a Notary Public and return to the Town Clerk’s Office with a check made out to the Town of Hamilton.



THE COMMONWEALTH OF MASSACHUSETTS

Town of Hamilton

BUSINESS CERTIFICATE (DBA)

\$25.00

_____, 20__

In conformity with the provisions of Chapter 110, Section 5 of the Massachusetts General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

Business Name: _____ is conducted at

Business Address: _____ in the Town of Hamilton, MA

by the following named persons.

Owner Name(s) (Please Print)	Residence Address (Street, City, State and Zip Code)	Signature (Sign in Presence of Notary)
1.		
2.		
3.		

Description of Business: _____

Phone Number: _____

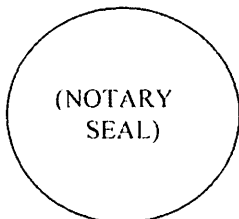
Email Address: _____

A certificate issued in accordance with this section shall be in force and effect for **four years from the date of issue** and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

The State of _____

County of _____ ss.

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



(NOTARY Please Print Name)

(NOTARY Signature)

Commission Expires: _____

Town Clerk Use Only
Expiration Date: _____ DBA # _____