

Number: \_\_\_\_\_

Type: \_\_\_\_\_ New

Date Filed: \_\_\_\_\_

Renewal, no change

Expiration Date: \_\_\_\_\_

Renewal, with change



**CITY OF SALEM  
OFFICE OF THE CITY CLERK**

## BUSINESS CERTIFICATE

In conformity with the provisions of Chapter 110, Section 5 of the Massachusetts General Laws, as amended, the undersigned hereby requests the filing of the following business certificate in the City of Salem. Furthermore the undersigned fully understands that the filing of this business certificate does not constitute a license or permit to conduct said business within the City of Salem. ORIGINAL SIGNED CERTIFICATE TO BE FILED AT CITY CLERK'S OFFICE.

**This Certificate expires four (4) years from the date of issue. If you cease conducting business before that time, the law requires that you withdraw this certificate with the Office of the City Clerk.**

**Name of Business/DBA:** \_\_\_\_\_

**Business Conducted At:** \_\_\_\_\_ **Business Phone No.:** \_\_\_\_\_  
(P.O. Box Not Permitted)

**Type of Business:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Select Business Organization:** ☐ Sole Proprietorship ☐ Partnership ☐ Limited Liability Corp. (LLC) ☐ Corporation

By the following named person(s) or corporation:

**Print Full Name & Title** (if partnership, all partners must be included)

**Corporate or Residential Address & Phone Number**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tax I.D. No.:** \_\_\_\_\_ **Driver License or State ID No.:** \_\_\_\_\_ **State** \_\_\_\_\_

(if available – NOT SOCIAL SECURITY NUMBER)

\*\*\*\*\*

**Signatures (to be signed at City Hall or before a Notary Public)**

X \_\_\_\_\_  
(sign here)

X \_\_\_\_\_  
(sign here)

on \_\_\_\_\_ 20\_\_\_\_ the above named person(s) personally appeared before me and made an oath that the foregoing statement is true.

Signature: \_\_\_\_\_  
City Clerk

Signature: \_\_\_\_\_  
Notary Public Signature & Stamp

*In accordance with the provision of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5, of Mass. General Laws, business certificates shall be in effect for four (4) years from the date of issue and shall be renewed each four years thereafter. A statement under oath must be filed with the City Clerk's office upon discontinuing, retiring, or withdrawing from such business or partnership. Copies of such certificates shall be available at the address at which such business is conducted and shall be furnished on request during regular business hours to any person who has purchased goods or services from such business. Violations are subject to a fine of not more than three hundred dollars (\$300.00) for each month during which such violation continues.*