

## **Business Certificates**

### **What is a business certificate?**

Commonly referred to by the name "D.B.A." ("doing business as"), a business certificate creates a public record of the name and address of the owner(s) of a business. Consumers are entitled to this information and it may not otherwise be readily available.

### **Who must file a business certificate?**

Massachusetts General Laws Chapter 110, &5 states that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business must file a certificate.

Under Chapter 110, &6 a business certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Certain other associations and partnerships may also be exempt (refer to above citation for details.)

### **How do I file or renew a business certificate?**

Forms are available in the Town Clerk's Office. Each person named on the certificate must sign the form in person at the Town Clerk's Office. Proper identification will be required. **The filing fee is \$20.00.**