



TOWN OF WAKEFIELD

Office Use

Issue Date: _____

Certificate #: _____

Expiration Date: _____

OFFICE OF THE TOWN CLERK

Business Certificate (DBA) Application

The fee to apply for a business certificate is \$50.

In conformity with the provisions of c 110, § 5 of the Massachusetts General Laws, the undersigned hereby declare(s) that a business under the title of _____ is conducted at _____ in Wakefield, MA by the following persons.

1. Owner's name: _____ Owner's signature: _____
Sign in the presence of Notary or Clerk

Owner's residential address: _____

2. Owner's name: _____ Owner's signature: _____
Sign in the presence of Notary or Clerk

Owner's residential address: _____

3. Owner's name: _____ Owner's signature: _____
Sign in the presence of Notary or Clerk

Owner's residential address: _____

Description of business: _____

Phone: _____ Email: _____

Tax ID: _____ Driver's license number: _____

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 name: _____ Commission expires: _____

Notary signature: _____





Business Certificate FAQs

Who must file a Business Certificate?

According to MGL, Chapter 110, Section 5:

- Any person conducting 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.) Note that INC., CORP., and LTD. may only be used by a corporation.

Where does one file?

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

What if there is a change to my business?

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, a change form must be filed with the Office of the Town Clerk.

Does a Business Certificate expire?

A business certificate is in force and in effect for four years from the date of issue. A new filing must be made every 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.

May I file by mail?

Yes. The forms may be obtained from the Town Clerk. All persons applying for a Business Certificate and named on the form must appear before a Notary Public to have their signatures witnessed.

What are the fees in Wakefield?

A Business Certificate filing is \$50; a certified copy of the certificate or change form is \$10; recording withdrawals, discontinuances, and changes is \$10.

Are there penalties?

Violations of these provisions shall be subject to a fine of not more than \$300 for each month during which such violation continues.

