



TOWN OF LUNENBURG  
Office of the Town Clerk  
17 Main Street  
P.O. Box 135  
Lunenburg, MA 01462  
Telephone (978) 582-4131  
Fax (978) 582-4148

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## INFORMATION ABOUT BUSINESS CERTIFICATE

(Sometimes referred to as "DBA's")

### **WHAT IS A BUSINESS CERTIFICATE?**

The purpose of Business Certificate is to make known the ownership and location of a business for Public Information. Many Banks, Creditors and others will verify Business Certificates prior to making decisions regarding your business. Corporations meet the Public Information requirements simply by becoming incorporated (and annual reports thereafter) through the Secretary of the State's office. The laws of Massachusetts (Chapter 110, Section 5) state that **"any person conducting business in the Commonwealth under any title other than the real name of a person conducting the business"** shall file a Business Certificate. A **"person"** in this case includes Corporations if the Corporation is conducting business under any other title than its corporate name.

### **WHERE DOES ONE FILE?**

**Business Certificates do not "license" any particular business activity.** Prior to being issued a Business Certificate, you will need the approval of the Building Inspector. You will be filing a **"Notice of Intent"**. It is your responsibility to obtain all appropriate permits and/or licenses for your business from the building department, licensing authority and board of health.

Upon approval, the Business Certificate **must** be filed with the Town Clerk, either in person or by mail. You will also need to call the Secretary of the State's office (617) 727-9640 to be certain that there is not already a business/corporation using the name that you are intending to use. Filing a business certificate at the town level does not protect your name as a corporate filing or a trademark registration does. It merely allows consumers and or creditors to identify the names of the actual owners of a business. This filing is required by state law.

### **DOES A BUSINESS CERTIFICATE EXPIRE?**

A Business Certificate is in full force and effect for four (4) years from the date of issue. A new filing must be made every four years as long as the business is being conducted and shall lapse and be void unless renewed.

### **WHAT ABOUT A CHANGE?**

If the address of either the Business or owner(s) changes, you are required to update your Certificate by filing the change with the Clerk's office. If the individual(s) conducting the business changes, you are required to file this change with the clerk's office as well. If the business is discontinued, you are required to file this change with the Town Clerk's office.

### **FEES**

Business Certificates Filing and Renewals cost \$25.00 and are good for four years. Certified Copies are provided upon request for an additional \$10.00. Discontinuance filing is \$5.00. Mail or deliver check payable to the Town of Lunenburg.

**Business Certificates must be completed and signed before the Town Clerk or Notary Public.**

*Businesses are subject to Personal Property taxes. (Mass G.L. Chap. 59, Sec.29) Businesses remain subject to Personal Property assessment until a **Statement of Discontinuance** is filed with the Town Clerk's office.*