Certificate Expires: _____

CITY OF BEVERLY
BUSINESS CERTIFICATE

☐ **New Business** ☐ **Business Renewal**

SIGNATURE MUST BE CERTIFIED BY CITY CLERK OR NOTARIZED *BEFORE* IT CAN BE ACCEPTED

FEE: $25.00 for FOUR YEARS

In conformity with M.G.L. c. 110 s. 5, as amended, the undersigned hereby declares that a business is conducted under the title of:

DOING BUSINESS AS: _____
(BUSINESS NAME)

BUSINESS IS OWNED BY: ☐ Individual ☐ Partnership ☐ Registered Company (Corporation, LLC, LLP)

OWNER(S) or COMPANY NAME: _____

BUSINESS ADDRESS: _____
 # Street Unit / Apartment Beverly Zip

BUSINESS LOCATION IS: ☐ Commercial Address ☐ Residential Address NUMBER OF EMPLOYEES: _____

DESCRIPTION OF BUSINESS ACTIVITIES: _____

TELEPHONE NUMBER:_____ MOBILE NUMBER: _____

E-MAIL: _____

MAILING ADDRESS (if different from above): _____

List name(s) and residential address of corporate officer(s)/owner(s) or DBA owner's residential address.

FULL NAME(S):	**RESIDENTIAL ADDRESS(S):**
_____	_____
_____	_____
_____	_____

NOTARIZATION OR BEVERLY CITY CLERK CERTIFICATION:

(Business owner(s) who do not sign in the presence of the Beverly City Clerk must sign before a notary public)

SIGNATURE(S): _____

PLACE SEAL HERE

DATE: _____

THE ABOVE NAMED PERSON(S) PERSONALLY APPEARED BEFORE ME AND MADE AN OATH THAT THE FOREGOING STATEMENT IS TRUE.

_____ _____
Commission Expiration *Notary Public Signature or City Clerk Representative Signature*

IDENTIFICATION PRESENTED: DRIVER'S LICENSE#:_____ OTHER ID: _____

Return this completed form to the City Clerk's Office with $25.00 ***(cash, check, card)***

In accordance with Chapter 337 of the Acts of 1985 and M.G.L. c. 110 s. 5, Business Certificates shall be in effect for four 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 upon discontinuing, retiring or withdrawing from such business. 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 fine of not more than three hundred ($300) for each month during which such violation continues.