

**FILING INSTRUCTIONS FOR A BUSINESS CERTIFICATE
(MASSACHUSETTS GENERAL LAWS, CHAPTER 110, SECTION 5)
THE CITY OF REVERE MASSACHUSETTS**

WHAT IS A BUSINESS CERTIFICATE?

- It is simply a statement that one or more persons (or a corporation) is conducting a business under a name other than their own. It does not grant any type of license to operate the business, nor does it permit the legal use of the address provided.

WHO MUST FILE?

- Any individual conducting business under any title other than the complete real name of the owner, whether individually or as a partnership.
- Inc., Corp., Ltd., LLC may only be used by a Corporation.
- Any Corporation doing business in a name other than a Corporate Officer must file the corporate name.

WHERE DO YOU FILE?

- File with the City Clerk's Office, City of Revere, either in person or by mail.
- If in person: All individuals must be present to complete the Business Certificate Form. Valid government issued identification must be provided for each individual listed on the Business Certificate.
- If by mail: Obtain the Business Certificate from the Revere City Clerk's Office. Complete the form, leaving the expiration date blank. Sign the form before a Notary Public. Mail the completed form, a self-addressed stamped, business-size envelope, and the payment (check or money-order) made payable to the **City of Revere** to:

Revere City Hall
281 Broadway
Revere, MA 02151
ATTN: City Clerk's Office

FEES (Includes one (1) certified copy)

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| • Business Certificate Filing | \$40.00 |
| • Withdrawals, Discontinuances, Changes, etc. | \$15.00 |

WHAT ABOUT A CHANGE?

- 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 the business is conducted such a change must be filed with the City Clerk.

DOES A BUSINESS CERTIFICATE EXPIRE?

- Yes. A Business Certificate is in force and in 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 conducted.

DOES THE BUSINESS CERTIFICATE HAVE TO BE DISPLAYED?

- No. However, you must provide a copy of the form on request, during regular business hours, to any person who has purchased goods or services from your business.

ARE THERE PENALTIES?

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