

(DO NOT MAIL THIS PAGE)

**Business Certificate (DBA) Application Instructions**  
**Please Read First**

- You may fill out all required information on this form **EXCEPT YOUR SIGNATURE**. You must sign the application in the presence of a Notary Public to ensure its validity. You may use a Notary of your choice, or the Clerk's Office can provide you with notarization.
- If you are mailing your application, please submit two so that we may send you an original after it is filed with the Clerk's Office (**both applications need to be notarized**).
- Any person, whether individually, a partnership, or a corporation conducting business under any name other than the complete name of the person or corporation conducting the business, must file with the Town Clerk's Office a BUSINESS CERTIFICATE (also referred to as a "DBA" certificate). (**M.G.L. c.110, s.5**)
- Filing a business certificate at the Town Clerk's Office does not protect your name such 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. **State law requires this filing.**
- A business certificate **does not give you permission to operate a business**, it only registers the name. It is your responsibility to obtain all the necessary licenses and/or permits required by the town. The Building Department can tell you if your location is properly zoned. The Health Department can tell you if you need a food service permit. The Town Administrator's Office can tell you if you need a liquor license, etc.
- Along with your completed form, please send to the address below a self-addressed stamped envelope so we can mail a copy of the certificate back to you.
- On a separate sheet of paper, please provide us with your contact information in case we have any questions regarding your application. Phone, E-mail, etc.
- The Fee for a Business Certificate is **\$25.00** and is good for 4 years.

If you have obtained the proper notarization of your DBA  
please submit it with payment to the:

**Town Clerk's Office  
145 Main Street**

**Sandwich, Massachusetts 02563**

*(Please do not send cash and make checks payable to "Town of Sandwich")*

If you have any additional questions regarding this  
application please feel free to call the office at:

**(508) 888-0340**

or email us at:

**[townclerk@townofsandwich.net](mailto:townclerk@townofsandwich.net)**

**For Clerks Use Only**

**Sent to Building Dept**

**Date** \_\_\_\_\_

No: 21 –

*THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF SANDWICH  
BUSINESS CERTIFICATE*

Date: \_\_\_\_\_, 2021

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

\_\_\_\_\_ is conducted at

Street Address \_\_\_\_\_, SANDWICH, MA \_\_\_\_\_

by the following named persons:

(Owner 1) Full Name

Residential Address

\_\_\_\_\_

\_\_\_\_\_

Phone

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

(Owner 2) Full Name

Residential Address

\_\_\_\_\_

\_\_\_\_\_

Phone

Mailing Address

\_\_\_\_\_

\_\_\_\_\_

Signed:

(Owner 1) Signature

\_\_\_\_\_

(Owner 2) Signature

\_\_\_\_\_

*The Commonwealth of Massachusetts*

\_\_\_\_\_, ss

Date: \_\_\_\_\_, 2021

Personally appeared before me the above-named \_\_\_\_\_

and \_\_\_\_\_, proved to me through

satisfactory evidence of identification which was/were \_\_\_\_\_ and made oath(s) that the foregoing statement is true.

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.

Expiration Date: \_\_\_\_\_, 2025

(Seal)

\_\_\_\_\_  
Notary Public – Signature

\_\_\_\_\_  
Print  
My Commission Expires: