



# 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 or Partnership;     Registered Company (Corporation, LLC, LLP)

OWNER NAME: \_\_\_\_\_ NUMBER OF EMPLOYEES: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
#      Street      Unit / Apartment      Beverly      Zip

BUSINESS LOCATION IS:     Commercial Address     Residential Address

Description of business activities: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

E-mail: \_\_\_\_\_

MAILING ADDRESS (if different from above): \_\_\_\_\_

*By the following named person(s):      If owned by a Corporation, list corporate name, address, and signature of corporate officer.*

**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.*