

**BUSINESS CERTIFICATE FILING**

In accordance with the Provision of Chapter 337 of the Acts of 1985 and Chapter 110, Section 5, of the Massachusetts General Laws, Business Certificates shall be in effect for four years from the date of issue and shall be renewed each four years thereafter.

If you are conducting business in Lexington under any title other than the real name of the person conducting the business, whether individually or as a partnership, you will need to file a business certificate. A statement must be filed with the Town Clerk upon discontinuing, retiring, or withdrawing from such business or partnership.

Please complete the form, in BLACK INK, have it notarized, and return it to the Town Clerks Office with a check for \$25.00 (payable to the Town of Lexington). We will file the certificate and send you a copy. If you prefer, you may file the certificate in person at the Town Clerks Office. Once the certificate is filed here, it will be in force for four years from the date of issue and will need to be renewed each four years thereafter so long as such business shall be conducted.

If you have any questions, please call us at 781-698-4558, or e-mail us at townclerk@lexingtonma.gov.

Town Clerk



TOWN OF LEXINGTON, MASSACHUSETTS
OFFICE OF THE TOWN CLERK

BUSINESS CERTIFICATE

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 is being conducted in the town of Lexington under the

NAME OF BUSINESS: _____
BUSINESS ADDRESS: _____ LEXINGTON, MA Zip _____
BUSINESS MAILING ADDRESS: _____
BUSINESS TELEPHONE #: _____
E-MAIL ADDRESS: _____
NATURE OF BUSINESS: _____

by the following named person(s), including title, if corporate officer.

<u>Print Officer's Full Name</u>	<u>Signature of Officer</u> (signature must be notarized)
1. _____	1. _____
Residential Address: _____	City _____ State _____ Zip _____
<u>Print Officer's Full Name</u>	<u>Signature of Officer</u> (signature must be notarized)
2. _____	2. _____
Residential Address: _____	City _____ State _____ Zip _____

On _____ the above, named person(s) personally appeared before me and made the oath that the foregoing statement is true.

(Seal exp. date) _____ Notary Public _____

Identification of Officers Signature that are notarized:

- 1. Drivers License Passport Other: _____ ID Number _____
- 2. Drivers License Passport Other: _____ ID Number _____

In accordance with the provisions of Chapter 337 of Acts of 1985 and Chapter 110, Section 5 of Massachusetts General Laws, Business Certificates shall be in effect for four years from the date of issue and shall be renewed each four years thereafter. A statement must be filed with the Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership.

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 a fine of not more than Three Hundred Dollars (\$300) for each month during which such violation continues.

OFFICE USE ONLY
Office of the Town Clerk
Date Received & Filed: _____
By: _____
Certificate Number: _____
Expiration: _____
Renewal _____ New _____