

City of Springfield
36 Court Street
Springfield, MA 01103
413-787-6095



BUSINESS CERTIFICATE
FILING FEE: \$50.00
CERTIFIED COPY: \$20.00

(USE BLACK INK PEN ONLY)

New Filing: Renewal:

**** OFFICE USE ONLY ****

RECEIVED: _____ CERTIFICATE EXPIRES ON: _____
ID: _____ NO ID: _____

In conformity with the provisions of Chapter 110, Section 5 of the Massachusetts General Law, as amended, the undersigned hereby declares that a business is conducted under the title:

BUSINESS NAME: _____

BUSINESS ADDRESS: _____
(P.O. BOX IS NOT PERMITTED. CITY OF SPRINGFIELD STREET ADDRESS ONLY)

MAILING ADDRESS (IF DIFFERENT): _____

TYPE OF BUSINESS: _____

FEDERAL ID No. _____

BUSINESS PHONE: (____) _____ **ALTERNATE PHONE:** (____) _____

E-MAIL: _____

BY THE FOLLOWING NAMED PERSON(S) / CORPORATION(S):

FULL NAME

ADDRESS

_____	_____
_____	_____
_____	_____

SIGNATURE(S):

**** NOTARY USE ONLY ****

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

NOTARY SIGNATURE: _____

PRINT NAME: _____

COMMISSION EXPIRATION DATE: _____

INSTRUCTIONS

In accordance with the provisions of Chapter 110, section 5 of Massachusetts General Law, business certificates shall be in effect for four (4) years from the date of issuance and may be renewed each four (4) years thereafter.

A statement under oath must be filed with the City Clerk upon discontinuing, retiring or withdrawing from such business of partnership.

The filing fee in the City of Springfield is \$50.00, certify copy of the business is an additional \$20.00 should you need it. Please complete the Business Application Form prior to mailing it to the City Clerk's Office or coming in. Any changes to a business certificate is \$40.00.

Copies of such certificates shall be available at the address at which such business is conducted and shall be furnished upon 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 (\$300.00) for each month during which the violation continues.

The filing of a business certificate does not imply compliance with the Zoning Ordinance. Nor is a business certificate a license or permit to conduct business in the City of Springfield.

**Please mail your completed business application to: City Clerk's Office, 36 Court Street,
Springfield, MA 01103.**

Please make the check or money order payable to the: City of Springfield