

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

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. Photo ID's must also be provided for each individual listed on the Business Certificate Form.
- If by mail: Obtain the Business Certificate Form 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)

- | | |
|---|---------|
| • 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.