Town of Dartmouth
Town Clerk's Office
400 Slocum Rd.
Dartmouth, MA 02747
508-910-1800

Business Certificate – DBA Information Sheet

What is a Business Certificate?

Commonly referred to by the name "DBA" (Doing Business As), a business certificate creates a public record of the name and address of the owner(s) of a business. A business certificate primarily allows consumers and/or creditors to identify the names of the actual owners of a business. Therefore, a City or Town Clerk may even accept more than one certificate with the identical business name in order to provide this public record.

Your filing of a business certificate at the Town Clerk's Office **does NOT** protect your name or reserve it as does a corporate filing or a trademark registration (which is done through the state). It also **does not give** you **permission to operate a business in town** – it only registers the name of the business.

Who Must File a Business Certificate?

Massachusetts General Laws Chapter 110 §5 states that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file (a certificate) in the office of the Town Clerk of every city or town where an office/business of any such person or partnership may be situated.

Under Chapter 110 §6 a business certificate is not required if a corporation is doing business in its true corporate name, or if a partnership is doing business under any title which includes the true surname of any partner. Certain Other Associations and partnerships may also be exempt (Refer to above citation for details).

Are there any special requirements for filing a Business Certificate?

In order to legally operate a business in the town you must get the appropriate permits, permissions, variances, etc. that are required by the issuing departments of the town. You must also have the Building Department sign off that you have checked with them regarding any permits required.

The Commonwealth of Massachusetts
Town of Dartmouth
Business Certificate - DBA

Fee: $40.00 (for four years)
Issue Date: _____
Expires: _____
Certificate #: _____

☐ New ☐ Renewal

Building Inspector Sign Off Required:
Permit Required:_____ Not Required:_____

In conformity with the provisions of Chapter 110, §Five of the Massachusetts General Laws, as amended, the undersigned hereby declare(s) that a business under the title of:

Name of Business: _____
Type of Business: _____
Address of Business in Dartmouth: _____
Mailing Address: _____
Email Address:_____Phone #:_____
Corporation Name (if applicable): _____

By the following named person(s): * If a corporate officer, include the title of signing officer

Owner/Officers of Corp. Name (Please Print)	**Residence Address** (Street, City/Town, State and Zip Code)	**Signature** (Sign in Presence of Notary/Town Clerk)

A certificate issued in accordance with this section shall be in force and effect for four (4) 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.

A statement must be filed with the Town Clerk upon discontinuing, retiring or withdrawing from such business.

The Commonwealth of Massachusetts Bristol County, ss.

Date:_____

Personally appeared before me the above-named_____proved through satisfactory evidence of identification, which was a _____ to be the person(s) whose name is signed on the above document who swore or affirmed to me the contents of the document are truthful and accurate to the best of their knowledge and belief.

_____ Notary Public:_____

Lynn M. Medeiros, Town Clerk
Victoria Garie, Assistant Town Clerk

Notary Expires:

(Town Seal) (Notary Seal)

Date:_____

Certificate #:_____

☐ New ☐ Renewal

EMERGENCY INFORMATION

In the event of an emergency, the **Dartmouth Police Department** is requesting the following information so they will be able to contact the appropriate person.

Name of Business: _____

Type of Business:_____

Address of Business in **Dartmouth**: _____
Street Zip Code

Mailing address:_____
Street Address City State Zip Code

Email Address:_____

Phone #:_____

Corporation Name (if applicable): _____

By the following named person(s): * If a corporate officer, include the title of signing officer

Owner/Officers of Corp. Name (Please Print)	Residence Address (Street, City/Town, State and Zip Code)	Signature (Sign in Presence of Notary/Town Clerk)

Contact Person #1 Name	Address	Contact Numbers	
		Home	
		Cell	

Contact Person #1 Name	Address	Contact Numbers	
		Home	
		Cell	

MASSACHUSETTS DEPARTMENT OF REVENUE
REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION

Name of Business:_____

Certificate #_____

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

_____

*Signature of Individual or Corporate Name (MANDATORY)

_____By:

Corporate Officer (MANDATORY, if applicable)

_____

**Social Security # (Voluntary) or Federal Identification Number

*This license will not be issued unless this certification clause is signed by the applicant.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have set tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under authority of Mass. G.L. C.62c S49a.

Updated 5/2007