



CITY OF CHELSEA, MA  
Office of the City Clerk

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City Hall, 500 Broadway, Room 209 · Chelsea, MA 02150  
Phone: 617.466.4054 · Fax: 617.466.4059 · Website: [www.chelseama.gov](http://www.chelseama.gov)

**Jeannette Cintron White**  
City Clerk  
[jcwhite@chelseama.gov](mailto:jcwhite@chelseama.gov)

**Patricia A. Lewis**  
Assistant City Clerk  
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**Carmen Vega**  
Senior Clerk  
[Cvega2@chelseama.gov](mailto:Cvega2@chelseama.gov)

## *INSTRUCTIONS FOR FILING A BUSINESS CERTIFICATE*

Complete the top portion of Business Certificate, including the business name, business address, full name, residence, telephone number and signature. Please note that your Business Certificate **must be notarized**.

Return attached Business Certificate to the City Clerk's Office, 500 Broadway, Chelsea, MA 02150, with the following:

- 1) Copy of Certificate of Occupancy (*obtained from the Department of Inspectional Services, City Hall, 500 Broadway Room 201, Chelsea, MA (617-466-4130)*); and
- 2) Filing fee in the amount of \$25. We accept cash, check or money order payable to the *City of Chelsea*. We also accept credit cards: VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER. A service charge of 2.95% or \$1.00 minimum will assessed per credit card charge.

If you have any questions or concerns, please contact our office at (617) 466-4050.



## BUSINESS CERTIFICATE

**\$25.00**

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 conducted under the title of

\_\_\_\_\_  
(address)

by the following named person(s): (include corporate name and title, if corporate officer)

FULL NAME

RESIDENCE and PHONE NUMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*The Commonwealth of Massachusetts*

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally appeared the above named person(s) whose name is signed above, and swore or affirmed to me that the contents of this document are truthful and accurate to the best of his/her knowledge and belief.

(seal)

Identification presented: \_\_\_\_\_

**NOTARY PUBLIC**

In accordance with the provisions of Chapter 337 of the 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 under oath must be filed with the City 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 (\$300.00) for each month during which such violation continues.

CERTIFICATE EXPIRES: \_\_\_\_\_