

CITY OF CHELSEA, MA Office *of* the City Clerk

City Hall, 500 Broadway, Room 209 · Chelsea, MA 02150 Phone: 617.466.4050 · Fax: 617.466.4059 · Website: www.chelseama.gov Jeannette Cintron White City Clerk jcwhite@chelseama.gov

> Gabriela Solis Assistant City Clerk gsolis@chelseama.gov

Carmen Vega Administrative Assistant cvega2@chelseama.gov

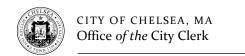
INSTRUCTIONS FOR FILING A BUSINESS CERTIFICATE

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 <u>must be notarized</u>.

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 [] New Filing [] Renewal

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 an	d title, if corporate officer)
FULL NAME	RESIDENCE and PHONE NUMBER
<u> </u>	
SIGNATURES:	
The Commonwealth of	of Massachusetts
On this day of , 2o , becappeared the above named person(s) whose name is signed about document are truthful and accurate to the best of his/her know	
(seal)	
Identification presented:	Notary Public
In accordance with the provisions of Chapter 337 of the Ac General Laws, BUSINESS CERTIFICATES SHALL BE IN EFFI AND SHALL BE RENEWED EACH FOUR YEARS THEREAFT City Clerk upon discontinuing, retiring or withdrawing from	ECT FOR FOUR YEARS FROM THE DATE OF ISSUE ER. A statement under oath must be filed with the
Copies of such certificates shall be available at the address at w request during regular business hours to any person who has person who had because the person who	
Violations are subject to a fine of not more than three hundred violation continues.	dollars (\$300.00) for each month during which such
CERTIFICATE EXPIRES	