



**NIAGARA COUNTY
COUNTY CLERK'S OFFICE
COURTHOUSE
P.O. BOX 461
LOCKPORT, NY 14095-0461**

**JOSEPH A. JASTRZEMSKI
County Clerk**

**MATTHEW L. PARISH
First Deputy County Clerk**

**(716) 439-7022
(716) 439-7035 Fax**

PROCEDURE FOR FILING A BUSINESS CERTIFICATE

In Person

1. Come to the County Clerk's Office, located at 175 Hawley Street, Lockport NY. Use must use the Park Avenue entrance.
2. Choose a name for your business. It is recommended you that you have a second choice in mind in the event the first name is already in use/on file in Niagara County.
3. When completing your form, you must use a physical address for the address of the business. A post office box is NOT acceptable.
4. Bring valid photo identification for the Notary Public – example: current NYS driver's license or passport. Do NOT sign until you are in front of the notary.
5. A fee of \$36.00 is required. Acceptable forms of payment are cash, check, money order, or credit card (MasterCard or Discover only). There is a 2% Convenience Fee applied if paying by credit card. *Checks should be payable to: Niagara County Clerk.*

By Mail

1. Print the appropriate Business Certificate form (Individual or Partnership) from the County website – www.niagaracounty.com/departments/countyclerk
2. When filing by mail, there is a chance that the name you have chosen may already be in use by another business. It is recommended you contact our office to inquire if the name you wish to use is available prior to submitting your form and payment.
3. When completing your form, you must use a physical address for the address of the business. A post office box is NOT acceptable
4. Have your form notarized by a Notary Public – do NOT sign until you are in front of the notary.
5. Enclose a check or money order payable to: Niagara County Clerk – in the amount of \$35.00
6. Include a self-addressed, stamped envelope. Your certified copies will not be mailed back to you if no envelope is provided.
7. **Send your completed form, payment and a self-addressed, stamped envelope to:**
Niagara County Clerk
PO Box 461
Lockport NY 14094

If your document is acceptable, it will be processed and you should receive your certified copies within 2-3 business days. If your form is not acceptable, it will be returned to you in the self-addressed, stamped envelope you provide with a Rejection Form, stating why it is being returned.