FILING A BUSINESS CERTIFICATE

(Massachusetts General Laws, Chapter 110, Section 5)

What is a business certificate?

A business certificate is a local registration of a business that is conducted within the Town of Chilmark. It is commonly referred to as a "dba" form or "doing business as" form. Its purpose is primarily for consumer protection and public information purposes. Essentially, the public has the right to know who is a particular business, since a customer may not know who owns the business based on the name of the business.

A business certificate is not a license to do business in town. Additional licenses or permits issued by other town departments or state agencies may be required in order to do business.

Who must file a business certificate?

Any person, individually or as a partnership, conducting business under any title other than the complete real name of the owner(s) must file a business certificate.

Any corporation doing business in a name other than its corporate name must file a business certificate. The certificate must be completed and signed by an officer having corporate signatory authority.

Where does one file a business certificate?

Business certificates are filed with the Chilmark Town Clerk. The town clerk's office is open Monday through Friday, 8 a.m. - 12 p.m. A business certificate application is available at the town clerk's office or one can be found on the town's website under permits and forms. Please mail, fax, e-mail or deliver this application to the Town Clerk with payment of $10.00. A certificate will be created and you may pick up a copy within one week from date of application. The town clerk's email is townclerk@chilmarkma.gov, the Chilmark Town Hall's mailing address is P.O. Box 119, Chilmark, MA 02535, and the fax number is 1-508-645-2110.

How are business certificates changed?

If a business is discontinued, an owner(s) retires, an owner(s) has withdrawn, or if the owner(s) residence or the business' location changes, a statement of change or discontinuance must be filed with the town clerk.

Does a business certificate expire?
A business certificate is valid for four(4) years from the date of issue. A renewal filing must be made every four(4) years as long as the business is being conducted.

Must a business certificate be displayed?
No business certificate must be displayed, but a copy must be provided upon request.

How much does a business certificate filing cost?
$10.00 every four(4) years.