

Business Certificate (DBA) Instructions

Please Read First

Overview: Any person, whether individually, a partnership, or corporation conducting business under any name other than the complete name of the person or corporation conducting said business, is required to file a Business Certificate (often referred to as a “DBA - Doing Business As”) with the Town of Sandwich. Businesses that are incorporated with the Secretary of State’s Corporation Division are not required to file a Business Certificate. If your business’ primary base of operations is in another town but you provide services within Sandwich, you are not required to file a Business Certificate. (Example: A landscape company based in another town yet providing services to Sandwich residents). In some instances, even if your business is incorporated with the Secretary of State’s office, some financial institutions and licensing agencies may also require you to file a business certificate.

Fee & Duration: Business Certificates are good for 4 years from the date of filing and the fee is \$25.00. If you mail your application, please make your check or money order payable to “Town of Sandwich.” We accept cash or check in the office.

Consumer Protection & Naming Rights: Filing a Business Certificate does not protect your business name such as a corporate or trademark registration would. State law (Chapter 110, Section 5) requires the filing of a Business Certificates as a consumer protection so the owner(s) of a business can be identified by the public and/or creditors.

Not a License to Operate: A Business Certificate is **not** a license to operate; it only registers your name in accordance with State law. Other licenses and permits may be required by the Town. If you have any questions, you are encouraged to contact one or more of the following Town Departments:

- Zoning Requirements – Planning & Development – (508) 833-8004
- Health or Building Requirements – Board of Health / Building Department – (508) 888-4200
- Various Licenses – Town Manager – (508) 888-5144

Mailing your Business Certificate Application:

Please fill out the application in its entirety, except for your signature. You will need to sign in the presence of a notary before mailing it to the Town Clerk’s office. Our mailing address is **100 Route 6A, Sandwich, MA 02563**. Please provide a self-address stamped envelope so we may return your processed application to you.

Filing your Business Certificate Application In-Person:

You may fill out the application in advance in its entirety, except for your signature. You will need to have your signature witnessed by a licensing official at the Town Clerk’s office and must provide a photo ID; driver’s license, passport, or other government issued identification.

If you have any questions regarding Business Certificates, please call the Town Clerk’s office at (508) 888-0340 or email townclerk@sandwichmass.org.



The Commonwealth of Massachusetts
Town of Sandwich

BUSINESS CERTIFICATE

Fee: \$25.00 (for four years)

Issued : _____

Expired: _____

In conformity with the provisions of Ch.110, §5 of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of:

Name of Business: _____

Corporate Name: _____

Nature of Business: _____ is conducted at

Location of Business: _____, accepting mail at

Mailing Address (if different): _____, or via email /phone at

Email Address: _____ Phone #: _____

by the following named person (s):

Owner (s) Full Name (s) *

Owner Residence Address (es)

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |

Owner Signatures below -- Sign ONLY in the PRESENCE of a Notary Public OR the TOWN CLERK

Signed under penalties of perjury:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

STATE: _____ COUNTY: _____ 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: _____

(Town Seal)

(Notary Seal)

Licensing Official

Notary expires: _____

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