



Haverhill

City Clerk's Office, Room 118
4 Summer Street Haverhill, MA 01830
Phone: 978-374-2312 X5 Fax: 978-373-8490
cityclerk@cityofhaverhill.com
www.ci.haverhill.ma.us

New ___ Renewal ___ Filing Fee \$60.00

Certificate Number: _____

BUSINESS CERTIFICATE

In conformity with the provisions of Chapter One Hundred and Ten, Section Five of the General Laws, as amended, the undersigned hereby declares that a business is conducted under the title of:

Name of Business: _____ Business Address: _____

Mailing Address: _____

Telephone: _____ Home Phone: _____ Email: _____

Federal Tax ID Number or Social Security Number: (Required) _____

Please Select One:

- Auto Related
 Common Vic
 Entertainment Related
 Food Related (Not Com Vic)
 Inns
 Health Related
 Other
 Other Retail
 Online

By the following named persons(s):

CORPORATE NAME/TITLE OF OFFICER

RESIDENCE/CORPORATE ADDRESS

Signature(s): _____

Print: _____

A NOTARY PUBLIC MUST WITNESS SIGNATURES IF NOT SIGNED AT THE CITY CLERK'S OFFICE.

On the ___ day of _____, 20___, _____, appeared before me and presented satisfactory evidence of identification which was _____, proving the person whose name is signed above and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

(Seal) _____
Commission Expiration Date

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 (\$300) for each month during which such violation continues.

DATE ISSUED: _____ EXPIRATION DATE: _____

(Seal) _____
CITY CLERK or OFFICE

**STATEMENT OF DISCONTINUANCE, CHANGE OF LOCATION, CHANGE OF NAME,
CHANGE OF RESIDENCE, WITHDRAWAL OR DECEASED FROM BUSINESS OR PARTNERSHIP**

IN CONFORMITY WITH THE PROVISIONS OF CHAPTER 110, SECTION 5 OF THE MASS GENERAL LAWS,
THE UNDERSIGNED HEREBY DECLARE THAT I / WE THIS DAY:

 DISCONTINUE

 ADD OFFICER (See Block 2)

 WITHDRAW FROM

 HEREBY REQUEST (See Block 3)

 MAKE CHANGES TO (See Block 1)

The Business Known As: _____

Conducted at: _____

As set forth in the certificate filed on: _____

CORPORATE NAME/ TITLE OF OFFICER

RESIDENCE/ CORPORATE ADDRESS

_____	_____
_____	_____
_____	_____

1. **THE BUSINESS NAME** **LOCATION OF BUSINESS** **MY RESIDENCE**

Has been changed to: _____

2. **ADD OFFICER**
(List Name & Residence)

3. As executor or administrator for the estate of: _____

Who died on: _____

I hereby request a:

 DISCONTINUANCE OF THE BUSINESS CERTIFICATE

 WITHDRAWAL OF HIS/HER NAME FROM THE BUSINESS CERTIFICATE

SIGNATURE(S): _____

On _____, personally appeared _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed above and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

CITY CLERK, or OFFICE

(Seal) _____
Commission Expiration Date

NOTARY PUBLIC

SEND TO: HAVERHILL CITY CLERK
4 SUMMER STREET
HAVERHILL, MA 01830

FEE: \$20 Made payable to "City of Haverhill"
Alternatively, you can pay
online at the [City of Haverhill Website](#)



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BUSINESS CERTIFICATES

ISSUANCE OF THIS CERTIFICATE DOES NOT AUTHORIZE YOU TO CONDUCT A BUSINESS IN AN AREA WHICH IS NOT PROPERLY ZONED. IF YOU HAVE ANY QUESTIONS ABOUT PERMITTED USES, PLEASE REFER TO THE CITY'S ZONING BYLAWS OR CONTACT THE BUILDING DEPARTMENT.

DEPENDING ON THE TYPE OF BUSINESS, YOU MAY NEED FURTHER PERMITS OR LICENSES FROM THE BOARD OF SELECTMEN OR BOARD OF HEALTH.

If you are conducting a business out of your home, the following bylaws apply:

Zoning Bylaws, Document 23

[Zoning Verification Form](#) required from Health and Inspectional Services, Room 210. The Office is open from 8 to 9 AM and 3 to 4 PM Monday through Friday and costs \$10. The number for the office is 978.374.2325.

Section 5. Any person conducting business in the commonwealth under any title other than the real name of the person conducting the business, whether individually or as a partnership, shall file in the office of the clerk of every city or town where an office of any such person or partnership may be situated a certificate stating the full name and residence of each person conducting such business, the place, including street and number, where, and the title under which, it is conducted, and pay the fee as provided by clause (20) of section thirty-four of chapter two hundred and sixty-two. Such certificate shall be executed under oath by each person whose name appears therein as conducting such business and shall be signed by each such person in the presence of the city or town clerk or a person designated by him or in the presence of a person authorized to take oaths. The city or town clerk may request the person filing such certificate to produce evidence of his identity and, if such person does not, upon such request, produce evidence thereof satisfactory to such clerk, the clerk shall enter a notation of that fact on the face of the certificate. A person who has filed such a certificate shall, upon his discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such person or of the location where the business is conducted, file in the office of said clerk a statement under oath that he has discontinued, retired or withdrawn from such business or partnership or of such change of his residence or change of the location of such business, and pay the fee required by clause (21) of said section thirty-four. In the case of death of such a person, such statement may be filed by the executor or administrator of his estate. The clerk shall keep a suitable index of all certificates so filed with him which are currently in force and effect, setting forth the pertinent facts, including a reference to any statement of discontinuance, retirement or withdrawal from, or change of location of, such business, or change of residence of such person. 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. 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 of this section shall be punished by a fine of not more than three hundred dollars for each month during which such violation continues.