



City of Lawrence
Office of the City Clerk
City Hall, Room 107
200 Common Street
Lawrence, Massachusetts 01840

MICHAEL J. SULLIVAN
MAYOR

WILLIAM J. MALONEY
CITY CLERK

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www.cityoflawrence.com

TO WHOM IT MAY CONCERN:

RE: Request for Business Certificate

Dear Sir/Madam:

Your request to file a business certificate or other such information has been received. Please be aware that process involves verification concerning up-to-date real estate taxes and assessments, water use, and building fees [if any] which are best completed in person by an authorized individual of your firm or company. The form necessary to assure that the payment of taxes and water assessments are up-to-date [as required by City Ordinance] will be provided to the person representing your firm when they appear. Requests for business certificates received by mail will not be completed by City Clerk Staff Members and should be completed by someone who is an authorized representative of your firm or business.

Please be aware that it will be necessary to have at least one Corporate Officer of the company or an owner of the business execute the application under the section entitled "BUSINESS OWNER'S FULL NAME(S)". The signature(s) must be notarized either at the time of submission or by a notary public at the time of execution. If the business is a corporation with headquarters outside of the City of Lawrence it will be necessary to provide the location of the corporate headquarters in addition to the Lawrence location of the business or franchise. Please note that filing a business certificate will not secure the name of the business or trade name you may have selected. Further, a business certificate will not guarantee that any other business may either have or use the same name of your business. Additional filings with other State and/or Federal Agencies may be necessary or required in order to secure exclusive use of a business name or trade name. Please consult directly with any such agency or your legal counsel to determine these requirements. Enclosed is a business certificate application is enclosed for your use and reference if you wish to complete registration of you business. Once all steps have been completed, have someone from your office present the application to the Office of the City Clerk with payment of \$15.00 [for an initial and renewal applications] and \$10.00 if it is an amendment. "Business Certificates" are good for four years from date of filing.

Please feel free to call me directly if you require more information regarding this matter.

Truly yours,

William J. Maloney
City Clerk

