

All fictitious name certificates for businesses, commonly known as "Doing Business As" (DBA) certificates, are filed with the Office of the Town Clerk. Massachusetts requires any person or business entity who is conducting business under an alias (i.e. any other name than their own), including corporations, to file a business certificate in the community where their business is principally headquartered.

BUSINESS CERTIFICATE (D/B/A) CHECKLIST

- Certificate must be signed in the presence of a Notary Public
- A copy of your current lease agreement that includes signatures
- A copy of your recent real estate tax if you own the property
- A copy of the recent Annual Report if your business is a corporation or LLC
- A check payment of \$100 for Resident, \$150 for Non-Resident, payable to the Town of Brookline

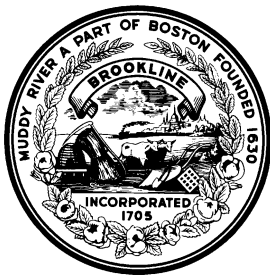
Please allow 5-7 business days for processing.

DBA certificates allow consumers to identify and locate the proprietor of a business. The filing of a DBA certificate also serves as notice that the filer claims the exclusive use of the name contained in the certificate. Filing a business certificate at the local level, however, does not protect your name. If you have a business name or a symbol that you consider unique and valuable you may want to register it as a trademark or a service mark.

A "trademark" is any word, name, symbol or device, or combination of these, used by a person (individual, partnership, corporation, or association) to identify their goods and to distinguish them from the goods of others.

A "service mark" identifies and distinguishes a person's services and is given the same protection as a trademark.

There is no requirement under the Trademark Law (M.G.L. Chapter 110B) that a person register with the Commonwealth of Massachusetts. However, under M.G.L. Chapter 110, §5, any person doing business under a name other than their own must file a business certificate with the town or city hall where they maintain an office.



**Town of Brookline, Massachusetts
Office of the Town Clerk
DBA CERTIFICATE**

FILING FEE \$100 LOCAL BUSINESS, \$150 OUT OF TOWN BUSINESS

In conformity with the provisions of Chapter One Hundred and Ten, Section Five of the Massachusetts General Laws, as amended, the undersigned hereby declare(s) that a business is being conducted in the Town of Brookline under the title of:

NAME OF BUSINESS: _____
BUSINESS ADDRESS: _____ BROOKLINE, MA ZIP _____
BUSINESS MAILING ADDRESS: _____
BUSINESS TELEPHONE #: _____
E-MAIL ADDRESS: _____
TYPE OF BUSINESS: _____

by the following named person(s), including title, if corporate officer

FULL NAME OF EITHER OWNER/PRESIDENT/TREASURER	RESIDENCE
1. Print _____ _____ SIGNATURE [In presence of Notary]	_____ Street Address _____ City, State, Zip
2. Print _____ _____ SIGNATURE [In presence of Notary]	_____ Street Address _____ City, State, Zip

The Commonwealth of Massachusetts County of _____

On this ____ day of _____, 20__ before me, the undersigned notary public, personally appeared _____ who proved to me through satisfactory evidence of identification, which was _____, to be the person(s) whose name(s) is/are signed on the preceding document, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of their knowledge and belief.

(Seal) _____ (Notary Public/Title)

This section is to be executed by a Notary Public **OR** a representative of the Office of the Town Clerk

In accordance with the provisions of Chapter 337 of 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 must be filed with the Town 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 Dollars (\$300) for each month during which such violation continues.

OFFICE USE ONLY			
Date Received: _____	Book _____	Page _____	Expiration Date _____
By: _____	New	Renewal	Check no. _____

*The issuance of this Business Certificate does not imply that all relevant licenses required to legally operate this business have been obtained or are current. This certificate only records that a business is being conducted.