

Instructions on How to Complete a DBA Application:

Per M.G.L. Chapter 110, Section 5, any person conducting business in the Commonwealth, 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 title or name of the place of business, the address of the business which includes the street and number of the business address (*the address of business registration cannot be a PO Box*). **Your banking institution and/or State licensing agents may require you to file a DBA in the town where you conduct business; please check with them on what they require and how they wish the business to be registered before coming to our office.**

The fee to file a DBA is \$50.00 and can be paid by cash or check (made payable to the “Town of Milford”). Credit and debit cards are accepted at the office or online (with an additional fee from UniBank) only.

Such certificate shall be executed under the pains and penalty of perjury that each person whose name appears therein as conducting such business and shall be signed by each such person in the presence of the Town Clerk or in the presence of a Notary Public. All owners will be required to provide a copy of a valid photo ID.

Examples: A valid (non-expired) Massachusetts Driver’s License or a valid (non-expired) Passport

All owners will also be required to provide our office a TAX ID number for the business or the social security number(s) of the owner(s) of the business.

The 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 every four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed. You will be mailed a reminder of your renewal to the address on file of your DBA. Please let us know if this changes within the 4 years.

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business is conducted, filed in the office of said clerk a statement under oath that he has discontinued, retired or withdrawn from such business or partnership or of such change of his residence or change of the location of such business. In the case of the death of such person, such statement may be filed by the executor or administrator of his estate.

If you have changed your business address or discontinued your business you need to give us written notice of such on your business letterhead and signed by each owner or complete a Discontinuance Form and return it to our office. We do not currently charge to discontinue or close a business.

If you are unable to come to our office to file or discontinue a DBA, please complete the appropriate paperwork in the presence of a Notary Public then mail the \$50.00 fee (cash or check) and forms to our office along with a self-addressed stamped envelope.

Town Clerk’s Office, 52 Main St., Room 12, Milford, MA 01757

Once processed, we will mail your certified copy of the DBA Certificate to the business address listed on the DBA in the envelope you provide.

Please note: Your business may require additional permits and fees from other Departments, we recommend you visit them before registering your DBA.

(Building Dept., Board of Health, Planning & Engineering, Town Administrator)

Date & Time Completed:
(Town Clerk time stamp here)

NEW DBA _____ RENEWAL DBA _____



In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare that a business under the title of:

PLEASE PRINT ALL INFORMATION

Name of Business: _____

is conducted at _____, Milford, MA 01757 Residence? _____

Business Phone #: (_____) _____ - _____ Email: _____

Nature of the Business: _____

by the following named person(s).

Owners Full Name(s):

Residence(s):

_____	_____
_____	_____
_____	_____
_____	_____

Business Owner(s) Signature (in presence of Town Clerk Office employee or person notarizing your signature(s):

_____	_____
_____	_____

(If the DBA/business is located at a residence that is a rental unit, a signed letter of consent from the landlord/owner of the property must be attached to application stating that they are aware of the business being conducted on the property.) Letter attached (Y/N?) _____

* * * * *

The Following person(s)/business owner(s) personally appeared before me: (please print full names below)

(1) _____ (2) _____

(3) _____ (4) _____

****ALL DBA owners must provide a photo ID ****

Owner 1 Photo ID# _____ **Owner 2** Photo ID# _____

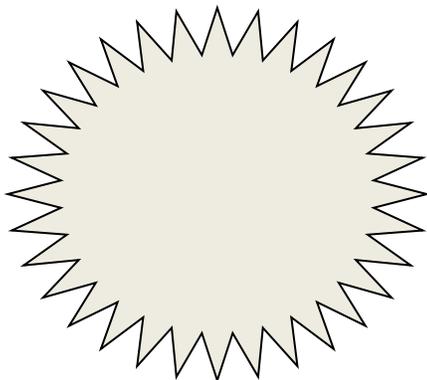
Contact Phone # _____ Contact Phone # _____

Owner 3 Photo ID# _____ **Owner 4** Photo ID# _____

Contact Phone # _____ Contact Phone # _____

A certificate issued in the 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.

DBA Expiration Date: _____, 20____

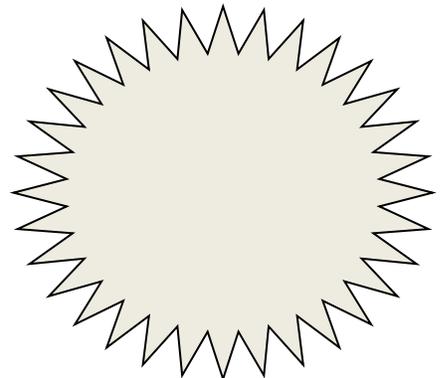


Town Clerk Seal

Signature of the Town Clerk or Notary Public

Notary Expiration Date _____, 20____

Notary Seal Here:



MILFORD BUSINESS INFORMATION SHEET- POLICE & FIRE EMERGENCY CONTACTS

PLEASE RETURN TO LISA TRUSAS AT MILFORD POLICE DEPT. IN PERSON, FAX 508-634-2346 OR EMAIL trusas@milfordpolice.org

NAME OF BUSINESS _____

BUSINESS ADDRESS _____

MAILING ADDRESS (IF DIFFERENT) _____

BUSINESS PHONE _____

BUSINESS EMAIL _____

BUSINESS FAX _____

PRIMARY CONTACT PERSON

NAME _____

HOME ADDRESS _____

CELL PHONE NUMBER _____ HOME PHONE NUMBER _____

SECONDARY CONTACT PERSON

NAME _____

HOME ADDRESS _____

CELL PHONE NUMBER _____ HOME PHONE NUMBER _____

OWNER OF PROPERTY (IF BUSINESS IS A RENTAL PROPERTY)

NAME _____

HOME ADDRESS _____

CELL PHONE NUMBER _____ HOME PHONE NUMBER _____

Does property have an ALARM? Y / N (circle)

Name of Alarm Company _____

Alarm Co. Phone number _____

Type(s) of Alarm(s): _____ Burgular _____ Fire _____ Panic Alarm _____ Security Camera(s)