



Town of Burlington  
29 Center Street  
Burlington, MA 01803

Phone (781)270-1660  
FAX (781)238-4692

Office of the Town Clerk - Passport Acceptance Agent

clerk@burlmass.org

Jane L. Chew, Town Clerk

Eleanor M. Gelinas, Assistant Town Clerk

NEW \_\_\_\_  
RENEW \_\_\_\_

Expiration Date: \_\_\_\_  
Filing Fee: \$40.00

## 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:

\_\_\_\_\_

(Burlington Address)

(Telephone)

Nature of Business: \_\_\_\_\_

By the following named persons(s): (include corporate name and title of corporate officer)

<u>NAME</u>	<u>RESIDENCE/CORPORATE ADDRESS</u>

Signature(s): \_\_\_\_\_  
(Sign/Print) \_\_\_\_\_

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

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.

\_\_\_\_\_  
TOWN CLERK, or

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

DATE RECORDED: \_\_\_\_\_

(Seal)  
Revised: 12/15/06

\_\_\_\_\_  
TOWN CLERK

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

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

       **DISCONTINUED**                             **WITHDRAWN FROM**

**THE BUSINESS KNOWN AS:**

\_\_\_\_\_

**CONDUCTED AT:** \_\_\_\_\_

**AS SET FORTH IN THE CERTIFICATE FILED ON:** \_\_\_\_\_

       **NAME**

       **ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2)        **THE LOCATION OF THE BUSINESS**                             **MY RESIDENCE AS IT APPEARS:**  
**HAS BEEN CHANGED TO:** \_\_\_\_\_

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** \_\_\_\_\_ **THE ABOVE NAMED PERSON (S) PERSONALLY APPEARED BEFORE ME AND MADE  
OATH THAT THE FOREGOING STATEMENT IS TRUE.**

\_\_\_\_\_  
**TOWN CLERK, OR**

**(SEAL)** \_\_\_\_\_  
**COMMISSION EXPIRATION DATE**

\_\_\_\_\_  
**NOTARY PUBLIC**

**SEND TO: TOWN CLERK  
29 CENTER STREET  
BURLINGTON, MA 01803**

**FEE: \$20. MADE PAYABLE TO:  
"TOWN OF BURLINGTON"**