



**TOWN OF FOXBOROUGH**  
40 SOUTH STREET  
FOXBOROUGH, MASSACHUSETTS 02035

Robert E. Cutler, Jr.  
Town Clerk

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**FILING A BUSINESS CERTIFICATE**

(MGL, Chapter 110, Section 5)

**WHO MUST FILE?**

- Any person conducting business under any title other than the complete real name of the owner, whether individually or as a partnership.
- INC., CORP., LTD. may ONLY be used by a corporation.
- Any corporation doing business in a name other than the corporate name. (Must be filed by corporate officer.)

**WHERE DOES ONE FILE?**

- File with the Town Clerk, either in person or by mail, in every city or town where an office of any such person, partnership or corporation may be situated.

**WHAT ABOUT A CHANGE?**

- Upon discontinuing, retiring or withdrawing from such business or partnership, or in the case of a change of residence of such business or of the location where business is conducted, a form declaring the change must be filed with the office of the Town Clerk.

**DOES A BUSINESS CERTIFICATE EXPIRE?**

- A business certificate is in force and effect for four (4) years from the date of issue. A new filing must be made every 4th year as long as the business is conducted.

**DO I HAVE TO DISPLAY THE CERTIFICATE?**

- No...but, you must provide a copy, upon request, during regular business hours, to any person who has purchased goods or services from such business.

**FEES**

- Business Certificate filing (every four years) \$45.00
- Withdrawals, discontinuances, changes, etc. \$25.00

**PENALTIES**

- Violations of these provisions shall be subject to a fine of not more than three hundred dollars (\$300.00) for each month during which such violation continues.

**HOW TO FILE A BUSINESS CERTIFICATE**

1. Obtain forms at the Town Clerk's Office.
  - Business Certificate form
  - Workers' Compensation Affidavit - M.G.L. c. 152, §25C(6)
    - Inform us if an affidavit for your business is filed with another town department.
    - If applicable, file with us a copy of your workers' compensation policy.
2. Fill out completely, except for the **office use only** section.
3. If signed at the Clerk's office, your signature will be notarized as a part of the filing fee.

**BY MAIL**

1. Obtain forms from Town Clerk's Office.
2. Fill out completely, except for the **office use only** section.
3. Sign form **IN THE PRESENCE OF** a Notary Public.
4. Mail completed forms with a check or money order made out to the Town of Foxborough.
5. Mail with a self-addressed stamped envelope, so that we can send you your certified copy of your DBA.
6. Mail to:  
Town Clerk's Office  
40 South Street  
Foxborough, MA 02035

**ALL DBA'S ARE SUBJECT TO REVIEW BY THE ZONING ENFORCEMENT OFFICER.\***

*\*Signature of Zoning Enforcement Officer on the business certificate does not infer total compliance with the Foxborough Zoning By-Laws.*