

OFFICE OF THE
TOWN CLERK



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Catherine Bowen, Assistant Town Clerk

RE: DBA Certificates – New or Renewals

Town Hall is currently closed to the public with services available by appointment only. You may file for a business certificate using one of the following options:

- 1) **By Mail or Town Hall DropBox**: Complete the Business Certificate Form available on the Town Clerk webpage here: <https://www.harvard.ma.us/town-clerk> and have your signature notarized by a Notary Public. Include a check for \$40.00 payable to Town of Harvard. Send the completed form and check to the address above or drop off in the DropBox at the front doors of Town Hall. Upon receipt of your notarized form and payment, we will mail your copy of the certificate to you at the address you've provided.
- 2) **Renew by Appointment**: Contact the Town Clerk's office via telephone or email to schedule an appointment. The Business Certificate Form must be completed (except for your signature) and your method of payment ready before your appointment. On the day of your appointment, you will be greeted at the front door and let into the building. A mask must be worn at all times and hand sanitizer will be provided upon entry. We also ask that you bring your own pen if you are able. Your copy of the certificate will be mailed to you.

The renewal fee for a business certificate is \$40.00 and all owners must sign the certificate in the presence of the Town Clerk or a Notary Public.

IMPORTANT: The public is strongly encouraged to renew your business certificate by mail to ensure your safety as well as the safety of Town Hall employees.

Please do not hesitate to call the office with any questions or concerns.