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| File a Business Certificate Form for the City of Cambridge |

Congratulations {{ users }}! You have finished all the forms you need to File a Business Certificate Form for the City of Cambridge. The rest of the pages in this packet are your completed Business Certificate for the City of Cambridge.

## Next steps

1. Make sure to fill out any missing information by hand, such as your Social Security number or Federal ID number.
2. If the three attesting individuals chose not to sign at the time that this interview was completed, then make sure that they each sign the form, and that the date the signature occurred and the county in which it took place is also recorded.
3. Deliver a copy of this form to the City of Cambridge Clerk’s Office.
4. **Keep a copy for yourself.**
5. Wait for a response from the City of Cambridge Clerk’s Office regarding the status of your business’s certification and whether you have been added to the vendor registry if you requested to be added.

## To deliver this form

1. Look over the forms below, one more time and make sure everything is correct and filled out.
2. Deliver a copy of this form by bringing your completed Business Certificate for the City of Cambridge to the City of Cambridge Clerk’s Office.
3. Once you have arrived at the City of Cambridge Clerk’s Office, you will have to pay a $50 fee to the clerk in order to have the form notarized and so that they can file the form for you properly.
4. If your Business Certificate is issued, it will be valid for four years, and will need to be renewed in the same manner at the City of Cambridge Clerk’s Office.

## City of Cambridge Clerk’s Office

1. The City of Cambridge Clerk’s Office can be found at 795 Massachusetts Ave., Cambridge, MA, 01239.
2. The City of Cambridge Clerk’s Office is open from 8:30 a.m. – 8:00 p.m. on Mondays, from 8:30 a.m. – 5:00 p.m. from Tuesday to Thursday, and from 8:30 a.m. – 12:00 p.m. on Fridays. The Office is not open on weekends.
3. The City of Cambridge Clerk’s Office can be contacted at 617-349-4260 or at cityclerk@cambridgema.gov.
4. More information about the office can be found at [this website](https://www.cambridgema.gov/Departments/cityclerksoffice), and answers to additional questions related to the Business Certificate form can be found at [this website](https://www.cambridgema.gov/iwantto/applyforabusinesscertificate).

<https://www.cambridgema.gov/Services/applyforabusinesscertificate>