

PROCEDURES FOR FILING A BUSINESS CERTIFICATE (DBA)

TO FILE FOR A BUSINESS CERTIFICATE IN PERSON YOU WILL NEED TO DO THE FOLLOWING:

1. Come to the County Clerk's Office, located at 9 Pearl Street, Lyons, New York 14489
2. Choose a name for your business. It is recommended you have a second choice in mind in the event the first name is already in use in Wayne County.
3. The business must have a physical street address located in Wayne County, a post office box is not acceptable.
4. Bring photo identification for the Notary Public. (For example: a current New York State Driver's License or Passport)
5. A fee of \$25.00 is required - cash, check, money order. Checks should be made payable to Wayne County Clerk. A certified copy is \$5.
6. Preprinted DBA forms are available in this office for \$1 or can be obtained from an office supply store or online.

TO FILE FOR A BUSINESS CERTIFICATE BY MAIL YOU WILL NEED TO DO THE FOLLOWING:

1. Obtain a Business Certificate (DBA) form from an office supply store, online or from this office.
3. When completing your form, you must use a physical street address for the address of the business. A post office box is not acceptable.
4. Have your form notarized by a Notary Public.
5. Enclose a check or money order payable to the Wayne County Clerk in the amount of \$25.00. To have a certified copy returned to you please enclose an additional \$5.
7. Send your request to the following address: Wayne County Clerk's Office, P.O. Box 608, Wayne, New York 14489.
8. If you have any questions, please call 315-946-7470 or email mjankowski@co.wayne.us.