



**NIAGARA COUNTY
COUNTY CLERK'S OFFICE
COURTHOUSE
P.O. BOX 461
LOCKPORT, NY 14095-0461**

JOSEPH A. JASTRZEMSKI
County Clerk

WENDY J. ROBERSON
First Deputy County Clerk

(716) 439-7022
(716) 439-7035 Fax

PROCEDURES FOR FILING A BUSINESS CERTIFICATE

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 175 Hawley St., Lockport, NY. Please use the Park Avenue entrance.
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 Niagara County.
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. Bring photo identification for the Notary Public. (for example: a current NYS driver's license or passport)
5. A fee of \$36.00 is required - cash, check, money order, Master Card or Discover. Checks should be made payable to Niagara County Clerk. A small convenience fee applies when using a credit card.

The process will take about 10 minutes.

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

1. Print Business Certificate form from County website:
www.niagaracounty.com/departments/countyclerk - DBA Business Certificates
2. When filing by mail, there is a small chance that the name you have chosen is already in use. In that case we will return your certificate for you to choose a new name. Please include a phone number so we may reach you if we have any questions.
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 Niagara County Clerk in the amount of \$35.00.
6. Include a self-addressed stamped envelope in which we will mail you two certified copies.
7. Send your request to the following address: Niagara County Clerk's Office, P.O. Box 461, Lockport, NY 14095.

You will receive your certified copies within 2-3 business days. If you have any questions, please call 716-439-7022.