

## 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 the historic Court House, 401 Montgomery Street, Syracuse, NY 13202. Please use the Montgomery Street (Columbus Circle) 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 Onondaga County.
3. The business must have a physical street address located in Onondaga County. A post office box is not acceptable.
4. Bring photo identification for the Notary Public. (For example: A NYS Driver's License or Passport.
5. A fee of \$31.00 is required which includes a \$1 form fee \$ certified copy fee. We accept cash, credit card or money order. We do not accept personal checks. A \$3.00 convenience fee applies when using a credit card.

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

1. Print and complete the appropriate form (Business Certificate or Business Partners Certificate) from our website, [www.ongov.net](http://www.ongov.net), select Departments, select County Clerk, and then select Forms and Links.
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. A fee of \$30.00 is required if you download and send in our form. Enclose a money order or complete a credit card form from our website, [www.ongov.net](http://www.ongov.net), select Departments, select County Clerk, then select Forms and Links. A \$3.00 convenience fee applies when using a credit card.
6. Include a self-addressed stamped envelope in which we will mail you one (1) certified copy.
7. Send your request to the following address: Onondaga County Clerk's Office, 401 Montgomery Street, Syracuse, New York 13202
8. You will receive your certified copies within 2-3 business days. If you have any questions, please call (315) 435-2235.