



OFFICE OF THE COUNTY CLERK

LITTLE VALLEY, NEW YORK 14755

PHONE (716) 938-9111

FAX (716) 938-6009

JAMES K. GRIFFITH
County Clerk

ALAN BERNSTEIN
Deputy County Clerk

INSTRUCTIONS FOR FILING THE BUSINESS CERTIFICATE

1. THE FILING FEE IS \$25.00. WE KEEP THE ORIGINAL CERTIFICATE ON FILE. IF YOU NEED A CERTIFIED COPY FOR ANY BUSINESS OR BANKING PURPOSES, THE FEE IS \$5.00. A PLAIN PHOTOCOPY IS \$1.00.
2. THE CERIFICATE MUST BE COMPLETELY FILLED OUT. IF YOU ARE BUYING OR TAKING OVER AN EXISTING BUSINESS, PLEASE PUT THE NAME OF THAT BUSINESS AND OWNER IN THE AREA FOR "SUCCESSOR IN INTEREST TO". IF YOU ARE STARTING A BRAND NEW BUSINESS, PUT "NO ONE" IN THIS AREA.
3. THE BUSINESS CERTIFICATE MUST BE NOTARIZED BY A NOTARY PUBLIC. OUR OFFICE HAS SEVERAL NOTARIES WHO CAN NOTARIZE THE CERTIFICATE FOR YOU.
4. THERE IS A SMALL BUSINESS REPRESENTATIVE LOCATED ON THE 2ND FLOOR OF THE COUNTY BUILDING. THEY CAN OFFER YOU A SIGNIFICANT AMOUNT OF INFORMATION REGARDING OPENING YOUR SMALL BUSINESS. 938-9111 EXT. 2311 OR 2321.

BUSINESS CERTIFICATE

I HEREBY CERTIFY that I am conducting or transacting business under the name or designation of _____ with a street address of _____

County of Cattaraugus State of New York.

My (our) full name(s) is (are) _____ and I (we) reside at _____.

County of Cattaraugus, State of New York.

I FURTHER CERTIFY that I am the successor in interest to the person or persons heretofore using such name or names to carry on or transact or conduct business.

IN WITNESS WHEREOF, I (we) have this _____ day of _____

In the year _____ made and signed this certificate.

*If under 18 years of age, state "I am _____ years of age."

STATE OF NEW YORK
COUNTY OF CATTARAUGUS

On this _____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said State, personally appeared

_____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name (s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public