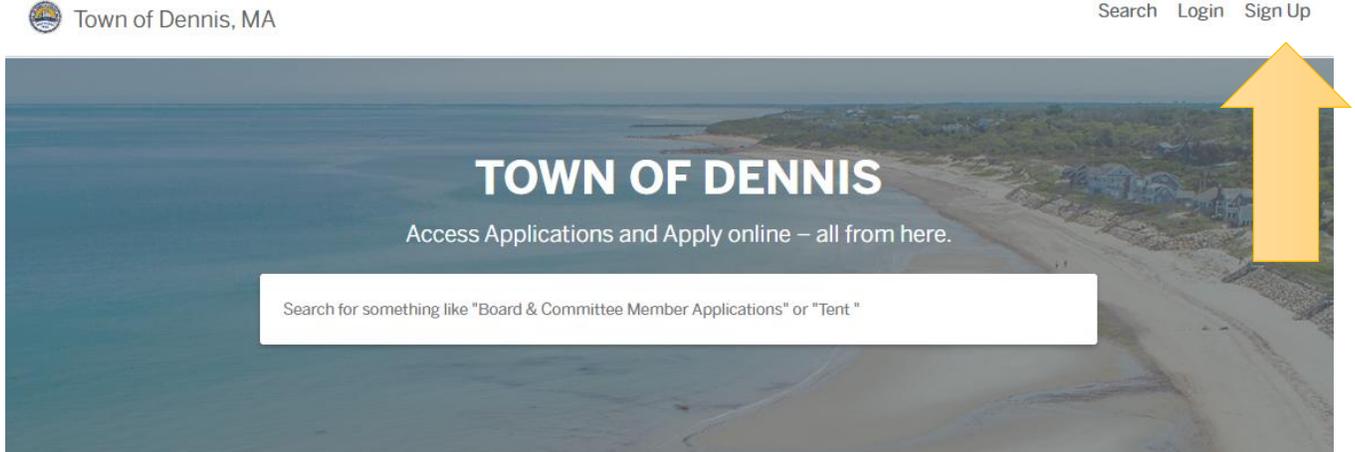


# Applying for a Business Certificate (DBA)

Navigate to the OpenGov Portal: <https://dennisma.portal.opengov.com/>



- Login, if you have an account, or select **SIGN UP** if this is your first application.

## Create an OpenGov ID

Register once, login to any **OpenGov** community.

For your security, your sign up is performed on our Secure Portal

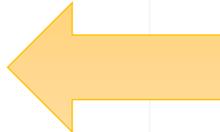
Sign up using Secure Portal

## Already have an OpenGov ID?

Use your OpenGov ID to login to

For your security, your login is performed on our Secure Portal

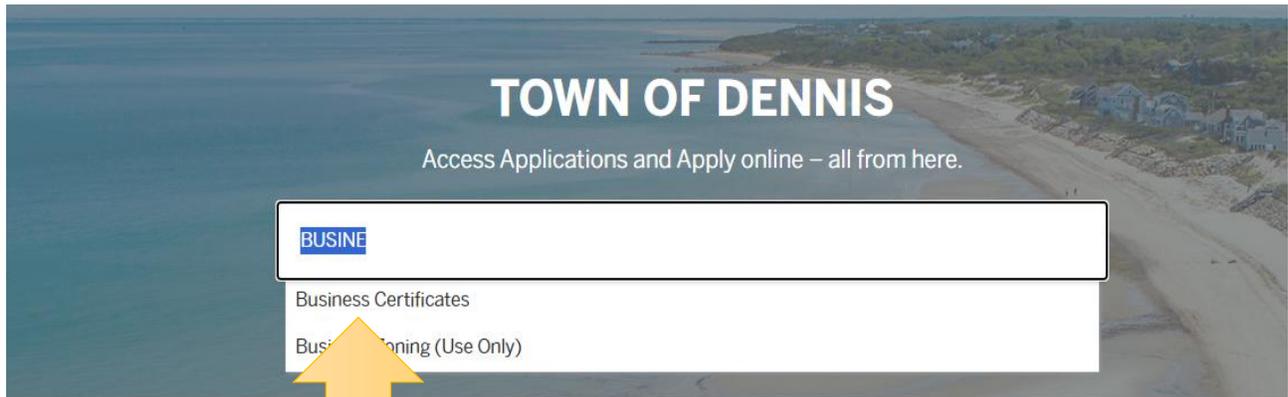
Login using Secure Portal



- Enter in your preferred email and a password for your account, and click **SIGN UP**.

The screenshot shows the 'Permitting & Licensing' sign-up page. At the top is a blue circular icon with a white arrow pointing down. Below it is the text 'Permitting & Licensing' and 'Welcome to Town of Dennis, MA'. There are two tabs: 'Log In' and 'Sign Up'. Below the tabs are two input fields: one for email (containing 'yours@example.com') and one for password (containing 'your password'). A large yellow arrow points from the right towards the password field. At the bottom is a blue button labeled 'Sign Up >'.

- To apply for a Business Certificate, either enter the information in the SEARCH bar, or scroll down to the Town Clerk's Department.



**Discover Online Services**

Choose below to browse services by department



Town of Dennis, MA

My Account Search

SA You

<p><b>Conservation</b> Request for Certificate of Compliance , Abbreviated Notice of Resource Area Delineation - ANRAD + 2 more</p> <p><a href="#">Explore</a></p>	<p><b>Health</b> Rental Occupancy Certificate, Disposal Works Construction + 23 more</p> <p><a href="#">Explore</a></p>	<p><b>Administration</b> Board &amp; Committee Member Applications, Proclamations, Letters of Support or Appreciation + 1 more</p> <p><a href="#">Explore</a></p>
 <p><b>Town Clerk</b> Business Certificates, Yard Sale + 1 more</p> <p><a href="#">Explore</a></p>	 <p><b>Planning and Zoning Appeals Office</b> PB - Special Permit by Planning Board, ZBA - Appeal Of Building Commissioner to ZBA + 5 more</p> <p><a href="#">Explore</a></p>	 <p><b>Licensing</b> Junk Dealer, Sunday Entertainment License + 6 more</p> <p><a href="#">Explore</a></p>

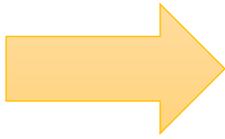
- Once you select APPLY, you will be directed to the first step in applying for a DBA. **Enter in your information.**

Have a project #?

Step 1 of 5 ·

[Save Draft and Exit](#)

### Business Certificates



### Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name

Last Name

Email address

Phone Number

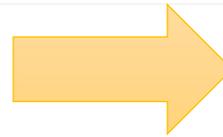
Address 1

Address 2 (Optional)

City

State

ZIP/Postal Code



Next >

Revert

### Business Certificates

### Location for Business Certificates

Select a primary location for this record. If needed, you can add additional locations later.



### Search for Address or Parcel

Search for an address or parcel by name, address, or Parcel ID.

- Enter in the address you are doing business out of in Dennis. Then hit **NEXT**.

Search for a name, address, or Parcel ID

**Results**

685 Route 6A, Dennis, MA 02638  
Location

685 ROUTE 134, DENNIS, MA 02660  
Location (MBL 175-30-0)

685 AIRLINE ROAD, DENNIS, MA 02641  
Location (MBL 363-10-0)

685 OLD BASS RIVER ROAD, DENNIS, MA 02638  
Location (MBL 285-15-0)

< Back

Next >



Business Certificates

Business Information

- Fill in the required information. Hit **NEXT**.

Business Name \*

Name of Owner \*

When the Business Name or Name of Owner changes then a new application needs to be filled out each time.

Business Address (must be Dennis address)

Number and Street \*

Town \*

State \*

Zip \*

Business Phone Number

Business Email Address

ID Number ⓘ

File Date

Enter the Full Name(s) of the Business Owner(s)

Full Name Owner 1

Full Name Owner 2

Full Name Owner 3

Full Name Owner 4

Business Certificates

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 100 MB.

Attachment	File
<a href="#">Add attachment</a>	

< Back

Next >

- The attachments step can be skipped at this time. Once the filing fee is paid, and your certificate is issued, you must either:
  - Print it out, have it notarized, and return to this portion of the application to upload it.
  - Come in to the Town Clerk's Office, where we can print your certificate, have you sign it in our presence, and upload it to your account.

**New/Renewal  
Business Certificate**

[Edit](#)

Once your payment is received/processed, the form will be available for you to print. Until then please skip the next step that reads "Attachments" which is where you would upload the Notarized Original Signed Certificate.

**Attachments**

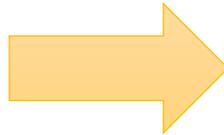
[Edit](#)

**Attachment**

**File**

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[Back](#)



**Confirm and Submit** >

- Review the information you have entered for accuracy, and select **CONFIRM AND SUBMIT**.
- ❖ Your applicant will be reviewed and if approved, invoiced to your account. You will receive an email alerting you to an open invoice, and the ability to print your certificate for notarization after payment is received.
- ❖ You can login to your account at any time and view the current status of any permits or applications you have submitted by navigating to **MY ACCOUNT**.

Business Certificates  
**DBA-4**

Your Submission  
Attachments  
Guests (0)

- ✔ Application Review
- ✔ Building : Zoning Application Needed
- ✔ Payment
- ✔ **Print Certificate**
- ✔ Notarized Certificate Received
- ✔ Custom Document

### Print Certificate

**Issued.** Your document is ready.  
Print this out to have it notarized. Upload your notarized certificate.

**Issued:**

**Print your document**  
Print this document and retain for your records.

**Print Document**

Ask a question about this

[Send Message](#)

- Once your certificate is issued, login to your account, navigate and select the permit application.
- Select **PRINT CERTIFICATE**, then **PRINT DOCUMENT**.
- Once signed and notarized, use the **ATTACHMENTS** section in your permit page to upload your certificate.