Applying for a Business Certificate (DBA)

Navigate to the OpenGov Portal: https://dennisma.portal.opengov.com/
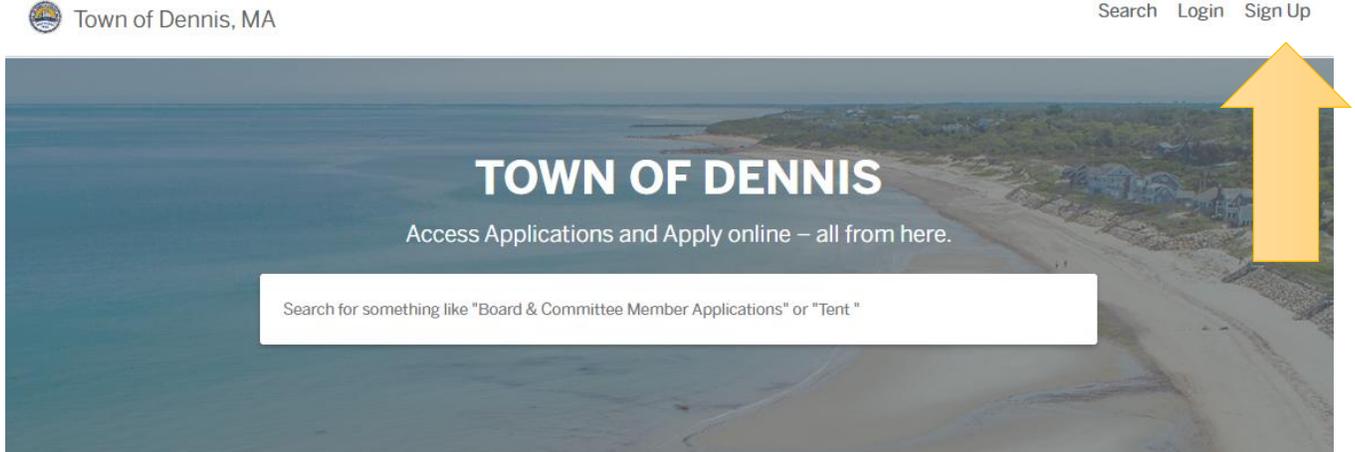
- Login, if you have an account, or select **SIGN UP** if this is your first application.

Create an OpenGov ID

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

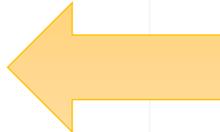For your security, your sign up is performed on our Secure Portal

Sign up using Secure Portal

Already have an OpenGov ID?

Use your OpenGov ID to login to

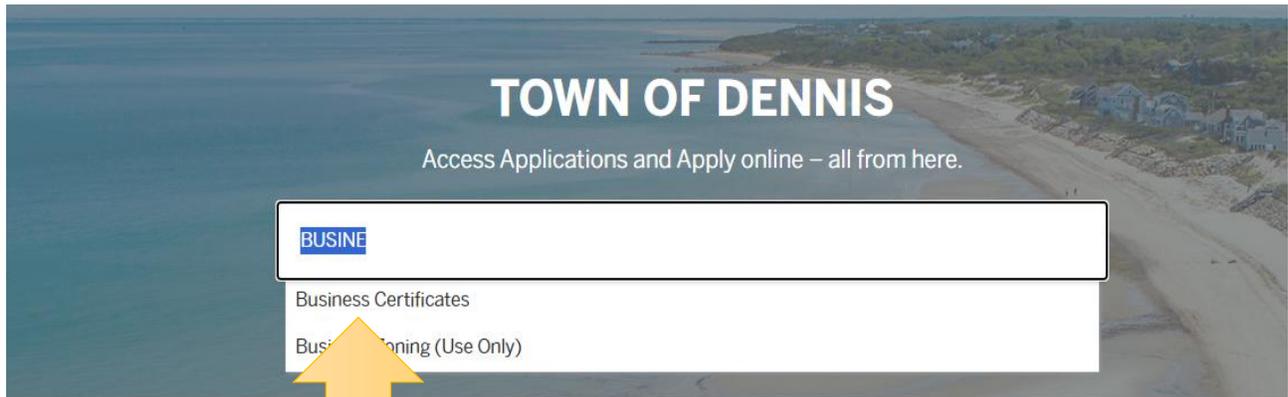For your security, your login is performed on our Secure Portal

Login using Secure Portal

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

Permitting & Licensing

Welcome to **Town of Dennis, MA**

Log In   Sign Up

yours@example.com

your password

Sign Up ›

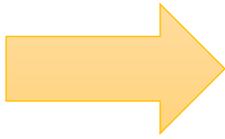- To apply for a Business Certificate, either enter the information in the SEARCH bar, or scroll down to the Town Clerk's Department.

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

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

smcdonald@town.dennis.ma.us

Phone Number

___-___-____ ext. _____

Address 1

Address 2 (Optional)

City

State

ZIP/Postal Code
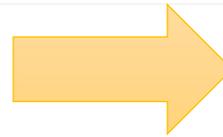
Next >   Revert

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.

Search for a name, address, or Parcel ID

685

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)

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

< 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

MM/DD/YYYY

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
Add attachment	

< **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.
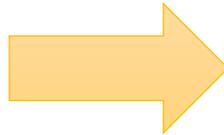
Attachments

✏ 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)

3

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

1

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

2

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.