

**OFFICE OF THE COUNTY**  
LITTLE VALLEY, NEW YORK 14755  
PHONE (716) 938-9111  
FAX (716) 938-2773  
**ALAN BERNSTEIN**



**CLERK**

**DARRELL KLUTE**

*County Clerk*

*Deputy County Clerk*

### **Instructions for Filing the Business and Partnership Certificates**

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 certificate 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 center who can offer you a significant amount of information regarding opening your small business. 716-938-2311 or online at [www.ccBizHelp.com](http://www.ccBizHelp.com)

# ***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