



**ST. LAWRENCE COUNTY
OFFICE OF THE COUNTY CLERK**

48 Court Street, County Courthouse
Canton, New York 13617-1198
Telephone (315) 379-2237 Fax (315) 379-2302

Sandra W. Santamoor
St. Lawrence County Clerk
Melissa Friedel
St. Lawrence Deputy County Clerk

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 48 Court Street, New York.
2. Choose a name for your business. It is recommended that you have a second choice in mind in the event the first name is already in use in St. Lawrence County.
3. The business must have a physical street address, a post office box is not acceptable.
4. Bring valid photo identification for the Notary Public. For example: a current New York State Driver's License or Passport.
5. A fee of \$25.00 is required, payable by cash, check, or money order. This includes the filing and copy fees. Checks should be made payable to St. Lawrence County Clerk.

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

1. All forms for business certificates can be found on our website. Select and complete the appropriate form for your transaction.
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 that 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. Enclose a check or money order payable to the St. Lawrence County Clerk in the amount of \$25.00.
6. Include a self-addressed stamped envelope in which we will mail you your original certificate, plus one copy. You should receive this back within 2-3 business days.
7. Send your request to the following address: St. Lawrence County Clerk's Office, 48 Court Street, Canton, NY 13617.

If you have any questions, please call 315-379-2237.