

TO: Business Owners in the City of Boston
FROM: City Clerk Maureen Feeney
RE: CORONAVIRUS (COVID-19) UPDATE
DATE: April 7, 2020

We hope this message finds you and your loved ones in good health given the current public health emergency.

I am writing to inform you that the City Clerk's Office will be **waiving any and all late fees** for business registrations that need to be renewed per Chapter 110, Section 5 of the Massachusetts General Laws from January 2020 until the end of the public health emergency in the City of Boston.

As of April 7, 2020, City Hall will only be open to the public on Tuesdays and Fridays from 9 AM to 5 PM. If you need to visit City Hall for essential services, you **must** make an appointment. You may contact the City Clerk's Office between the hours of 9AM to 4 PM with any questions, inquiries or to make an appointment at 617-635-4601.

Everyone entering City Hall, including employees, must complete a self-screening for COVID-19 symptoms. At the current time, you may renew your business registration in person at Window #2 on the second floor of City Hall where the Office of the City Clerk has temporarily relocated its public assistance counter and the hours for processing transactions are between 10 AM and 3 PM.

You may also complete the renewal process online by downloading the Business Registration Form at www.boston.gov/cityclerk to be completed by the business owner, signed, notarized and mailed to our office as follows:

Office of the City Clerk
Boston City Hall
Once City Hall Square-6th Floor
Boston, MA 02201
ATTN: Business Registration

Please include your filing fee of \$65.00 by check made payable to the City of Boston.

Please practice social distancing and take every precaution possible during this pandemic. Please follow Mayor Walsh's webpage for Coronavirus (COVID-19) updates at www.boston.gov/coronavirus.

Stay safe and be well.