



## **New Occupational Tax Certificate Application**

To obtain a new Occupational Tax Certificate (Business License) identify the type of license from the Application menu, print all attached documents and complete them. Assemble the application package along with any supporting documentation, and a copy of your identification.

You can submit the package:

1. Email: [kaldridge@albanyga.gov](mailto:kaldridge@albanyga.gov)
2. Fax: 229-432-8160
3. Mail to: City of Albany, P.O. Box 447, Albany, Georgia 31702.

Once we receive your package a clerk will contact you during our business hours to review and explain the process. Once the application is complete you will be directed to our online payment link. If mailed, please allow 5 to 7 days for it to be received.

Thank you for any inconvenience this may have caused during this period. If you have any question, we can be reached at 229-431-2118.

Business Hours are Monday through Friday between 8:30 am to 4:30 pm.