

Town Clerk services as of April 15, 2021

The Town Clerk's office has decreased staffing during this pandemic. We will work within reason to accommodate public requests, keeping the safety and well-being of our staff and the public in mind. If you are unable to complete your request through our on-line services or by mail; and need to come in person, please call the office to make an appointment.

Please do not hesitate to reach out with any questions or concerns. We can be reached by email at clerk@sudbury.ma.us, or by leaving a message at 978-639-3351 and someone will be in contact with you.

Thank you for your patience and understanding during this difficult time for our fellow citizens. Please follow State guidelines for the health and safety of you and your loved ones.

Please take note of the following services that the Town Clerks office provides and is able to continue:

Business Certificates (D'B'A'S, Doing Business As)

- Renewals and new registrations can be completed by filling out the [online form](#). The application must be notarized. Notary services are not provided by this office. Mail it to Town Clerk's office with a check for \$50.00 and we will mail you the completed business certificate. Otherwise please contact the town clerk at clerk@sudbury.ma.us.

Dogs & Dog licensing

- Those residents who have access to a computer can license their Dog(s) online at sudbury.ma.us/dog By Mail: Sudbury Town Hall, 322 Concord Rd., Sudbury, MA 01776. A lock box has been set up in the vestibule to the Town Clerk's Office behind the Town Hall Building, where you can drop off the renewal form with a check payable to the Town of Sudbury.
- Please be aware that your dog has to be current with their rabies vaccination(s). Please send with your registration. The license will be mailed to your address.

Elections and Voting by Mail

A new law has been passed clarifying that any person taking precautions related to COVID-19 in response to a declared state of emergency or from guidance from a medical professional, local or state health official, or any civil authority shall be deemed to be unable by reason of physical disability to cast their vote in person at a polling location.

It is the opinion of this office that you qualify for an absentee ballot due to physical disability if:

- You are ill;
- You are confined to your home because you may transmit infection; or
- You cannot leave your home because you are a member of a population vulnerable to illness;
- You are staying in your home or avoiding your polling place as a precautionary measure in response to COVID-19.

The law has also been updated to allow early voting by mail for any election held on or before June 30th. Early voting by mail is similar to absentee voting, but unlike absentee voting, no excuse is required. Early Voting will be available by mail only. There will not be in person early voting for the Annual Town Election.

Applications are available on the Secretary of the Commonwealth website.

All requests may be emailed to clerk@sudbury.ma.us, or mailed to: Sudbury Town Clerk, 322 Concord Rd., Sudbury MA. 01776.

Notary Services

- The Town Clerk's Office does not provide notary services.

Marriage Intentions

- We are providing this service by appointment only. If you have any questions please call the office.

Oath of Office for Board and Committee Members

- If your board must meet during this time, and you will be participating having not taken your oath of office, please contact the Town Clerk prior to the meeting.

Public Record Requests

- Please submit any public records request online at: sudbury.ma.us/publicrecords
- We will do our best to fulfill these requests during this pandemic. With Town offices not open to the public, there may be some information that may be delayed due to research that may involve records that are not easily accessible now.

Town Meeting

- Please check the website for the latest information.

Vital record request

- Birth, Death and Marriages are being processed.
- Please contact the Town Clerk's office at clerk@sudbury.ma.us to ensure we have your vital record on file.
- Once this has been determined, you make your request **on-line** at sudbury.ma.us/vitals or by mail, sending in your request and payment with a self-addressed stamped envelope, to: Sudbury Town Clerk, 322 Concord Rd, Sudbury, MA 01776 or by drop off in the Mail Drop box in the rear of Town Hall.
- The fee for each certified copy is \$15 for the first copy and \$10.00 for each copy thereafter.

Voter Registration

- [You may register to vote online](#)
- [You may register to vote by mail](#)
- [Check Voter Status](#)