

Town Clerk services during the Coronavirus

Town hall is closed to the public as well as town offices. The Town Clerks office will have minimal 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.

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

One staff member will be in the office on a rotating basis. Please do not hesitate to reach out with any questions or concerns. We can be reached by email at townclerk@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.

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

- Renewals and new registrations can be done when the Town offices re-open.
- If you are being required to file or show proof of filing status you can print out the online form, fill it out and have it notarized. 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 townclerk@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 box has been set up in the entrance 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.

We encourage all who are not able to go to the polls to submit an [absentee ballot application](#) or [early voting application](#). We have been authorized by the State to use the same ballots which have already been printed. If you have received a ballot for the 3/30/20 election it should be completed and returned to the Clerk's office. All absentee ballots will be counted on the day of the new election.

Please note that if you already sent an absentee ballot application with an out of state address which is no longer valid, please let us know. Otherwise we will have to mail it to the original address on the application.

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

Notary Services

- These services will not be provided until further notice.

Marriage Intentions

- We have temporarily suspended this service until town offices are open to the Public. If you have any questions please call the office.

Oath of Office for Board and Committee Members

- Will resume when Town offices are open to the public.
- 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

- At this time, Town Meeting has been postponed. The Selectmen and Town Manager will update our residents with the new date.

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](#)