

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 www.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

- The March 30, 2020 ATE has been postponed. A new date has not been chosen yet.
- We encourage all who are not able to go to the polls to submit an absentee ballot application. You can download a form at: <https://sudbury.ma.us/clerk/2020/03/18/2020-annual-town-election/2020-sudbury-absentee-ballot-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.
- You can also request an Early Voting Ballot by mail. Early Voting will be available by mail only. There will not be in person early voting for the ATE.
- All requests should be emailed to townclerk@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: www.sudbury.ma.us
- 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 townclerk@sudbury.ma.us to ensure we have your vital record on file.
- Once this has been determined, you may request your request 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](#)