

# TOWN CLERK SERVICES

## DURING COVID-19 SHUT DOWN

The Town hall is closed to the public. The Town Clerk's office will work within reason to accommodate public requests, keeping the safety and well-being of our staff and the public in mind.

Please do not hesitate to reach out with any questions or concerns. We can be reached by email: [cgover@foxboroughma.gov](mailto:cgover@foxboroughma.gov), or by phone at 508-543-1208. Please leave a detailed message and someone will be in contact with you.

Please follow State guidelines for the health and safety of you and your loved ones.

Thank you for your patience and understanding during this difficult time.

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

### **Business Certificates (DBA'S, Doing Business As)**

- Businesses Certificate Applications and Worker's Compensation Affidavits can be downloaded from the Town Clerk's website at [foxboroughma.gov](http://foxboroughma.gov).
- Renewals and New Businesses, **IF NOTARIZED**, can be mailed to the Town Clerk, 40 South St., Foxborough, MA 02035. **MUST INCLUDE THE SIGNED WORKER'S COMP AFFIDAVIT (even if there are no employees) and A CHECK FOR \$45.00 MADE PAYABLE TO THE TOWN OF FOXBOROUGH and a self-addressed stamped envelope.**
- If your business certificate needs be notarized by the Town Clerk, it will have to be done when the Town Hall reopens.

### **Dogs & Dog licensing**

- **Please be aware that your dog has to be current with their rabies vaccination(s). Please send current rabies certificate with your registration.**
- Those residents who have access to a computer can license their Dog(s) online, if the dog has current rabies, thru the Town Clerk's Department at: [www.foxboroughma.gov](http://www.foxboroughma.gov) or By U.S. Postal Mail or leave in drop box (attached to front of Town Hall building): Please include dog registration form, current rabies certificate, payment, and self-addressed stamped envelope so we may mail license and tag back to you.

### **Elections**

- **The Town Clerk will keep the community informed of any changes with the date of the Annual Town Election.**

### **Notary Services**

- These services will not be provided until further notice. If you have an emergency that requires immediate action, consideration will be on a case-by-case basis, with the safety of our staff and the community as a priority.

### **Marriage Intentions**

- This service will be provided only to those couples whose wedding date has been scheduled to be performed within two weeks of their wedding date, by appointment only. Please keep in mind that there is a (3) three day waiting period and a license is good for (60) sixty days. Please contact the Town Clerk at [cgover@foxboroughma.gov](mailto:cgover@foxboroughma.gov) or 508-543-1208.

### **Justice of the Peace Services**

- Will be provided outside of the Town Hall building practicing social distancing by appointment only.

## 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 email any public records request to: [bcutler@foxboroughma.gov](mailto:bcutler@foxboroughma.gov) or a written request through U.S. postal mail or drop box attached to front of the Town Hall building.
- We will do our best to fulfill these at this time. 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

- The Town Moderator in conjunction with the Select board, Town Administrator and Town Clerk will update our residents with any changes.
- Decisions made will be for the health and welfare of all of our citizens.

## Vital record request – Certified copies of birth, death and marriage certificates

- Please contact the Town Clerk's office at [cgover@foxboroughma.gov](mailto:cgover@foxboroughma.gov) to ensure we have your vital record on file before ordering on line.
- Once this has been determined, you may go online [www.foxboroughma.gov](http://www.foxboroughma.gov), Town Clerk Department, to request and purchase your vital record.
- You may also do this by mail, sending in your request and payment (\$10.00 per certified copy) with a self-addressed stamped envelope, to: Town Clerk, 40 South Street, Foxborough, MA 02035 or by drop box that is attached to the front of the Town Hall building.
- **The fee for each certified copy is \$10.00, check made payable to The Town of Foxborough.**

## Voter Registration:

- Copy and paste into browser: <http://www.sec.state.ma.us/ele/>  
The website will have the following information:
- Register to Vote
- Update Voter Registration
- Check Voter Status
- Absentee Ballot Application
- Or you may call the Town Clerk's office at 508-543-1208