

Town Clerk Services

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, fitzgerald@holliston.k12.ma.us, or by leaving a message at 508-429-0601 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)

- Renewals can be done when the Town offices re-open.
- If you are being required to file or show proof of filing please contact the town clerk at fitzgerald@holliston.k12.ma.us

Dogs & Dog licensing

- Rabies must be up to date in our system in order to license.
- Online Renewal: www.townofholliston.ma
- By Mail: Include rabies vaccination & Proof of spaying/neutering, send self-addressed stamped envelope and a check for \$15 per spayed/neutered or \$20 not spayed or neutered
- For any dogs you may find wandering in your neighborhood that appear to be lost, or any other dog related issue, please contact the Fire Station at 508-429-4631 so that they can help re-unite the dog to their owner and communicate with the Animal Control officer.

Elections

- The State House & Senate will be filing legislation today, Monday, March 23, 2020 to postpone Municipal elections statewide. We are working with our state officials closely to keep the community informed of the status of this decision.
- * We encourage all who are not able to go to the polls (should the election proceed) or if the date is postponed to a later date, to submit an absentee ballot application www.townofholliston.us
- If you are not able to print out the application, you may send any written form of correspondence with your signature requesting an absentee ballot.
- These requests should be emailed to fitzgerald@holliston.k12.ma.us, mailed to: Holliston Town Clerk, 703 Washington Street or placed in the Mail drop box at the side door of Town Hall.

Notary Services

- These services will not be provided until further notice.

Marriage Intentions

- This service will be provided only to those couples whose wedding date has been scheduled to be performed within the next week, 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 fitzgerald@holliston.k12.ma.us or 508-429-0601.

Justice of the Peace Services

- These services will not be provided until further notice.

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 through the following online portal:
<https://docs.google.com/forms/d/e/1FAIpQLSeyJ899ywTgVYhSueVu6WW4v3uFmurDcxm8792jLWVCfT3kuA/viewform>
- 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 not been postponed. 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

- Birth, Death and Marriages certified copies:
- Please contact the Town Clerk at fitzgerald@holliston.k12.ma.us to ensure we have your vital record on file.
- Once this has been determined, you may send a written request with a check for payment and a self-addressed stamped envelope to: Holliston Town Clerk, 703 Washington Street, Holliston, MA 01746 or by dropping off in the Mail Drop box at the side door of Town Hall.
- The fee for each certified copy is \$10

Voter Registration

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