

## **Holden Town Clerk Services**

Town hall is closed to the public. The Town Clerk's office will be staffed during this time. We will work within reason to accommodate public requests while keeping the safety and well-being of our staff and public in mind.

Below are services the Town Clerk's office provides and is able to continue:

### **BUSINESS CERTIFICATES (DBA'S, DOING BUSINESS AS)**

- Renewals can be done when the Town offices re-open.
- If you are being required to file or show proof of filing, please contact our office.

### **DOG LICENSING**

- You can mail your registration to Holden Town Clerk, 1196 Main Street, Holden, MA 01520, or you can use the drop box at Starbard Building. Address your envelope to the Town Clerk as every department is using the drop box.
- Please make sure to include a current copy of your dog's rabies certificate and a SASE so we can mail the license back to you.

### **ELECTIONS**

- The State House and Senate has filed legislation offering Towns the option of postponing Municipal Elections. We are working to keep the community informed of the status of this decision. Please go to the following link for further information on Elections in conjunction with COVID-19. <http://www.sec.state.ma.us/ele/covid-19/covid-19.htm>
- We encourage all who are not able to go to the polls should the election proceed as scheduled, or if the date is postponed to a later date, to submit an absentee or early ballot application. Applications can be found at the Secretary of States website <https://sec.state.ma.us/ele/eleidx.htm>
- If you are not able to print out the application, you may send any written form of correspondence with your signature requesting an Absentee or Early ballot. Please note an Early ballot will be an Absentee ballot but with an Early Voting Envelope. Both will be counted at the polls on election day.
- These requests should be emailed to [townclerk@holdenma.gov](mailto:townclerk@holdenma.gov), or mailed to Holden Town Clerk, 1196 Main Street, Holden, MA 01520 or placed in the drop box at the Starbard Building and addressed to the Town Clerk.

### **NOTARY SERVICES**

- We will not be providing these services until further notice.

## **MARRIAGE INTENTIONS & JUSTICE OF THE PEACE SERVICES**

- Please call the Town Clerk's office to make an appointment.

## **OATH OF OFFICE FOR BOARD AND COMMITTEE MEMBERS**

- Will resume when Town Offices re-open to the public.
- If your board must meet during this time, and you will be participating having not taken your oath, please contact the Town Clerk's office prior to the meeting.

## **PUBLIC RECORDS REQUESTS**

- Please submit any public records requests to [townclerk@holdenma.gov](mailto:townclerk@holdenma.gov).
- We will do our best to fulfill these requests during this time. With Town Offices not open to the public, there may be some information that could be delayed due to research that may involve records that are not easily accessible.

## **VITAL RECORDS REQUESTS**

- Certified copies of Birth, Death and Marriage are \$10.00 per certified copy
- Please contact our office to ensure we have the record.
- Once confirmed, you can go online to request and purchase the record. You can also do so by mailing, or placing a written request in the drop box located at the Starbard Building.

## **VOTER REGISTRATION**

- You can register online or by mail.
- If you would like to verify if you are already a voter, you can go to the Secretary of States website at [www.sec.state.ma.us](http://www.sec.state.ma.us) and click on Voter Resources, or you can contact the Town Clerk's office.

Please do not hesitate to reach out with any questions or concerns. We can be reached by email, [townclerk@holdenma.gov](mailto:townclerk@holdenma.gov), or by calling at 508-210-5530.