

Conducting Business with the Town Clerk during the Corona Virus Pandemic 2020

The Town Hall is closed to the public due to COVID 19. This means the Town Clerk's office is also closed to the public. However, as your Town Clerk, I am committed to working with you and meeting your requests. Keeping in mind that we all must be working safely and maintain the proper distancing for the well-being of the public and staff of Town Hall, I ask that you not visit my office, but instead contact me at the email address or phone number below.

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

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

- Renewals can be done when the Town offices re-open.
- If you are required to file or show proof of filing, please contact the town clerk at townclerk@townofmerrimac.com, or leave a message at 978 346 8013
- Please include a good telephone reach number so that we may make arrangements for the delivery of your Business Certificate.

Dogs & Dog licensing

- Please be aware that your dog has to be current with their rabies vaccination(s). Please send with your registration.
- Those residents 70 years of age or older are allowed one dog per household at no cost. Simply reach out and we will send you a new tag.
- You may find the dog licensing registration form at the town website or by following this link <http://www.merrimac01860.info/215/Dog-Licenses>

Elections and Town Meeting

- The State House & Senate have filed legislation to postpone Municipal Elections and Town Meetings statewide. We are working with our state officials closely and will update you through our town website merrimac01860.info as information becomes available.

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 townclerk@townofmerrimac.com or by calling directly at 978-346-8013.

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 submit any public records request to the Town Clerk at this email address: townclerk@townofmerrimac.com
- I will do my 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.

Vital record request

- Birth, Death and Marriages certified copies.
- Please contact the Town Clerk at townclerk@townofmerrimac.com
Or by telephone at 978-346-8013 to ensure we have your vital record on file.
- You may also do this by mail, sending in your request and payment with a self-addressed stamped envelope, to: Merrimac Town Clerk, 2 School Street, Merrimac, MA 01860 or by drop off in the Drop box in front of Town Hall.
- The fee for each certified copy is \$10

Voter Registration

- You may register to vote online at: www.sec.state.ma.us
- You may register to vote by mail: www.sec.state.ma.us
- Check Voter Status: www.sec.state.ma.us

I will be working limited office hours during the pandemic. Please reach out and call me at 978-346-8013, or through email at townclerk@townofmerrimac.com if you have any questions or need assistance. I will be checking messages and emails daily.

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.

