



Town Clerk's Office  
Town Hall Room 12  
52 Main Street • Milford, MA 01757  
Ph: (508) 634-2307 • Fax: (508) 634-2324  
[aneves@townofmilford.com](mailto:aneves@townofmilford.com)  
Amy E. Hennessy Neves, Town Clerk

## ATTENTION:

(Please follow the instructions below regarding the Town Clerk's Office ON-LINE services)

### For Vital Records Requests:

Please order them ONLINE ([www.milfordma.gov](http://www.milfordma.gov))

➡ Click on "ONLINE PAYMENTS" ➡ click on "TOWN CLERK"

➡ click on "VITAL RECORDS" in the *blue box* and then choose which type of record you need

*\*A note will pop up explaining if you are required to send us a copy of your photo ID, PLEASE SEND COPY OF ID to the email provided*

➡ You are now in the UNIPAY website. Proceed to put in the quantity of records you need followed by the names and dates of the applicable persons on the vital record. You will also include your credit card information. We also need a valid mailing address and phone number if we have any questions or concerns. Your request will be processed and mailed to you by regular postal mail.

*We appreciate your patience and cooperation at this uncertain time.*

### FOR DBAs:

GO to [www.milfordma.gov](http://www.milfordma.gov) and click on "DEPARTMENTS" at the top of the page

➡ Click on "Town Clerk" ➡ click on "Licenses/Registrations" ➡ click on "DBA Certificates" ➡ click on "Business (DBA) Certificate Application" THEN

Print the application and complete all the areas:

Name of Business, Conducted at, if business is out of a home or not, phone number, fax number, nature of business.

Complete Owner(s) full names and home addresses

If the Business is being conducted at your home address and you RENT, you will also need to provide our office with a letter from your Landlord stating they are aware you are doing a business out of their property.

**Sign the document in the presence of a Notary Public and provide our office with a copy of your photo ID.**

**The section that needs to be completed by the Building Inspector will be done at Town Hall and he will contact you to make an appointment at a later time if applicable. Please provide an email address in your correspondence for Building Inspector Matt Marcotte to contact you.**

**You will be required to provide us a copy of your Workers Compensation Insurance policy number and expiration number if you have any employees.**

**You are required to provide us either your Social Security number or Tax ID number on the form.**

**You will be contacted if you are missing any information or if additional information is needed before your application can be processed.**

**Please Mail your application to the address below with payment.**

**The payment is \$50.00 and can be paid by money order, business check or cashier's check made payable to the "Town of Milford". Please mail to: Town Clerk's Office, 52 Main St. Room 12, Milford, MA 01757. Your DBA certificate will be mailed to you after it is signed off by the Building Inspector and completed.**

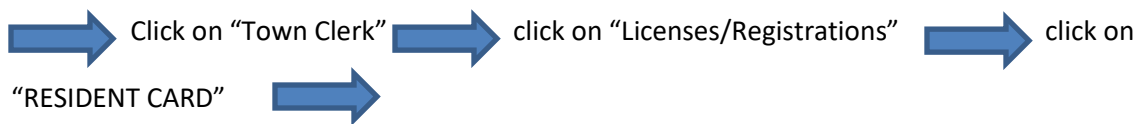
**Please note we cannot take personal checks for payment.**

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## **RESIDENT CARDS for SCHOOL:**

**If anyone needs to provide the school with a Resident Card, please go to our website:**

[www.milfordma.gov](http://www.milfordma.gov) and click on "DEPARTMENTS" at the top of the page

 Click on "Town Clerk" → click on "Licenses/Registrations" → click on "RESIDENT CARD" →

**THEN**

**Print the instructions and "AFFIDAVIT OF RESIDENCY" form and complete all the areas along with the following information and provide us the additional documentation:**

**If you RENT** please email us a copy of your lease or notarized letter from your landlord that lists the following information:

**ALL occupants in the household, their full names, date of birth and applicable phone numbers, the Landlord's/Rental Agent's signature (in presence of a NOTARY PUBLIC) and contact phone number. If we have any questions or concerns, we will contact them.**






**The LANDLORD or RENTAL AGENT also needs to sign the bottom of the Affidavit.**

You can mail forms to the Town Clerk's Office, 52 Main St. Room 12, Milford, MA or email all forms to Danielle Petrowski at [dpetrowski@townofmilford.com](mailto:dpetrowski@townofmilford.com) and we will mail your Resident Card by regular Postal Mail. You can bring the Resident Card to your child's school when they return to school.

**If you OWN YOUR HOME:**

**Print the instructions and "AFFIDAVIT OF RESIDENCY" form and complete all the areas along with the following information and provide us the additional documentation (your Field Card as instructed below):**

**Go to the Website [www.milfordma.gov](http://www.milfordma.gov) and click on "DEPARTMENTS" at the top of the page**

 Click on "Assessors"  click on "Property Database & Field Cards"  type in your name and click on  "PARCEL ID"  "Assessors Record Card" and print your card to send in with your signed "Affidavit of Residency" form.



You can mail forms to the Town Clerk's Office, 52 Main St. Room 12, Milford, MA or email all forms to Dawn Naff [DNaff@townofmilford.com](mailto:DNaff@townofmilford.com) and we will mail your Resident Card by regular Postal Mail. You can bring the Resident Card to your child's school when they return to school.

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**DOG LICENSES:**

**Our 2020 Dog Licensing Period begins April 1<sup>st</sup> and runs until June 30<sup>th</sup>. You will be able to pay for your Dog license online STARTING APRIL 1<sup>st</sup>. Due to COVID-19 we are waiving any late fees until March 31, 2021.**

Please order them ONLINE ([www.milfordma.gov](http://www.milfordma.gov))

Click on "ONLINE PAYMENTS"  click on "TOWN CLERK"  
click on  "Dog Licenses" and choose which type of dog applies to you. Please email your valid

Rabies Certificate and certificate of Spay/Neutering if your Rabies Certificate has expired from last year (2019) or you are registering a new dog for the first time to Melanie Laughlin [melaughlin@townofmilford.com](mailto:melaughlin@townofmilford.com). Please make sure to give us a valid phone number in case we need to

contact you with any questions or concerns. Dog licenses can also be mailed to us or placed in the Drop Off Box at the top of the stairs on the North Bow Street side of the building. We will mail your dog license by regular postal mail. Dog licenses can now be purchased in person at our office also.

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## **MARRIAGE INTENTIONS & MARRIAGE LICENSES:**

We are now taking Marriage Intentions in person by APPOINTMENT ONLY (no exceptions). Please contact Danielle Petrowski at [DPetrowski@townofmilford.com](mailto:DPetrowski@townofmilford.com) to set up an appointment. You will need to provide a valid photo ID at the time of your appointment and we ask that ONLY the 2 people applying for the license come to the appointment with the exception of a translator if needed to assist you with your paperwork. You will be required to wear a mask to your appointment. Certified copies of marriage licenses can still be purchased online or now in person.

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## **VOTING & ELECTIONS:**

Please download a voter registration form from this link

<https://www.milfordma.gov/sites/milfordma/files/uploads/voter-reg-mail-in.pdf>

and return it to us by email to [dnaff@townofmilford.com](mailto:dnaff@townofmilford.com) or [aneves@townofmilford.com](mailto:aneves@townofmilford.com) or by fax 508-634-2324 before the 8:00pm deadline. The deadline to register to vote for 9/1 election is Aug. 12<sup>th</sup> and the deadline to register for 11/3 election is Oct. 14<sup>th</sup> by 8:00pm.

**September 1<sup>st</sup> Primary and the November 3<sup>rd</sup> Presidential Election are still on schedule.**

The Town Clerk and Board of Registrars will take all reasonable and appropriate measures to maintain our polling locations are clean and disinfected throughout Election Day. **Voters who may be quarantined due to illness, or self-quarantined, will qualify to vote by Absentee Ballot, and are encourage to apply for an Absentee Ballot as soon as possible to ensure sufficient time for mailing. Voters who already applied for and plan to vote by absentee ballot, but now have a mailing address which is different from their address as currently registered, are requested to contact our office as soon as possible. This request may apply to college students or those travelling abroad. The link for an absentee is below:**

[https://www.milfordma.gov/sites/milfordma/files/uploads/absentee\\_ballot\\_application\\_2020.pdf](https://www.milfordma.gov/sites/milfordma/files/uploads/absentee_ballot_application_2020.pdf)

**EARLY Voting by MAIL or IN PERSON may be available for these two elections,** and we will provide forms on our website if and when they become available by the Sec. of the Commonwealth.

Please check the Town Website for Board of Health and Elections updates, as the situation continues to develop.

Thank you for your attention and anticipated cooperation during this election season, as we make necessary adjustments to promote your participation during changing circumstances.