

Milton Town Clerk Services as of March 28, 2020

“BE STRONG, BE FEARLESS, BE BEAUTIFUL, AND BELIEVE THAT ANYTHING IS POSSIBLE WHEN YOU HAVE THE RIGHT PEOPLE THERE TO SUPPORT YOU” ~ Misty Copeland

Thank you for your patience and understanding during this difficult time in the world. Please follow State guidelines for the health and safety for you and those who are important to you.

Town Hall is closed to the public. The Town Clerk’s 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 Clerk’s office provides and the adjustments for this period:

The staff are working in a combination of in-office and at-home. Please do not hesitate to reach out with any questions or concerns. We can be reached by email, townclerk@townofmilton.org or by leaving a message at 617-898-4859 and someone will be in contact with you. Please be certain to provide both your phone number and email address in case we can forward to you an application or link to a page on the Town website etc. in answer to your question.

Business Certificates (d/b/a, Doing Business As)

- Renewals in person may be made when the Town offices re-open.
- This filing requires the applicant to provide adequate identification and sign in person; if you have access to a notary public who is able to attest to your identification and signature, please feel free to download our online form and submit the original by mail with a self-addressed stamped envelope, and a check payable to Town of Milton for the \$100 Fee. The certified copy of the Business Certificate will be mailed to you.
- If you are required to file or show proof of current Business Certificate filing, please contact the town clerk at townclerk@milton.com

Elections

- The Governor has signed legislation to allow Towns in the Commonwealth to postpone municipal elections scheduled to take place between March and June 2020. It is planned that Milton’s Annual Town Election originally scheduled for April 28th will be postponed by vote of the Select Board; the new date is **June 9th**. Ballots and candidates will remain the same and early voting by mail will be available to all voters.
- We encourage all who are not able or willing to go to the polls to submit an early voter or absentee ballot application or simply write a note and sign it asking for a ballot for the election to be mailed to you. Send the application or the signed letter to Rena McDermott at rmcdermott@townofmilton.org or mail to the Town Clerk 525 Canton Avenue, Milton, MA 02186. Each voter requesting a ballot must sign the form. The early voting application may be found here: https://www.townofmilton.org/sites/miltonma/files/uploads/2020-municipal_early_ballot_application.pdf

Marriage Intentions

- As of March 24th, the effective date of the Governor’s Stay at Home order, we are no longer offering marriage intentions at Milton Town Hall. If you have already filed your intentions with us and need to pick up your marriage license please contact us by phone at 617-898-4859 and we will make individual arrangement to get your license to you.

Nomination Papers for State Office

- As of March 24th, the effective date of the Governor’s Stay at Home order, we are no longer offering in-person deliveries to or returns from the Town Clerk’s office. ○ If you have already filed Nomination Papers for certification by the Town Clerk’s office and have been notified that they are ready, you may proceed in one of two ways:

1. Mail – Please mail or use our drop box to provide a self-addressed postage paid envelope for us to mail your papers to you. This envelope should be appropriately sized and contain the correct postage for your nomination papers. If mailing us the envelope, mail to Milton Town Clerk, 525 Canton Avenue, Milton, MA 02186. If delivering, provide an outside envelope addressed to Town Clerk in the payment box at the north side of the Town Hall Building, 525 Canton Avenue. We will mail your nomination papers using your self-addressed postage paid envelope as soon as we are able.

2. In person – Since all Town Buildings are closed to the public, we can no longer directly provide papers to campaigns. Those campaigns that have not provided self-addressed postage paid envelopes must wait until the buildings reopen in order to obtain their certified papers.

If you have Nomination Papers that require certification by the Town Clerk's office, you may use either of the methods above. We are no longer accepting nomination papers in person. Though we cannot require you to include a postage paid envelope, we strongly recommend including the envelope so we can mail your certified papers to you; no postage paid envelope, no mailing.

Oath of Office for Members of Boards, Commissions and Committees

- Oaths of office must be taken in person and 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 at sgalvin@townofmilton.org or by phone 617-898-4859.

Pet Licenses For 2020

- Renewals : Those residents who have access to a computer can renew their pet license(s) and pay online at <https://unipaygold.unibank.com/customerinfo.aspx>. A current rabies vaccination must be on file. By mail: Town Clerk, 525 Canton Avenue, Milton, MA 02186.
- First Time licensing: Once the pet has received the rabies vaccination, please mail the rabies vaccination certificate and proof of spay/neuter from the veterinarian, and appropriate payment by check.
- We will do our best to send you the receipt and tag for 2020 depending upon in-office staffing.

Public Record Requests

- Please submit any public records request through the following online portal:
[https://miltonma.mycusthelp.com/WEBAPP/rs/\(S\(4ntxurjicx4fcvhysmupaff5\)\)/SupportHome.aspx?sSessionID=107112898LQIXQNCEXEQIJAXJCGSPHELJJPEJVNW](https://miltonma.mycusthelp.com/WEBAPP/rs/(S(4ntxurjicx4fcvhysmupaff5))/SupportHome.aspx?sSessionID=107112898LQIXQNCEXEQIJAXJCGSPHELJJPEJVNW)
- We will do our best to fulfill these requests during this pandemic. Since Town offices are 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 and we ask your patience as we make our best attempt to respond.

Public Meetings of Committees, Boards and Commissions

Public meetings of will be conducted pursuant to the Executive Order dated March 12, 2020 suspending certain provisions of the Open Meeting Law, Gen. L. c. 30A §20 et seq. and 940 CMR 29.01 et seq.

Please contact the Town Clerk at sgalvin@townofmilton.org with any questions regarding public meetings.

Town Meeting, Annual

- The Annual Town Meeting, originally scheduled to begin on May 4, 2020 has been rescheduled to begin on June 15, 2020 at 7:30 PM at Milton High Auditorium, 25 Gile Road.

Vital Records Requests

- Birth, Death and Marriages certified copies.
- Please visit our online Vital Requests portal to request vital records: <https://unipaygold.unibank.com/customerinfo.aspx>

Voter Registration

- You may register to vote online <https://www.sec.state.ma.us/OVR/>
- Check Voter Status : <https://www.sec.state.ma.us/VoterRegistrationSearch/MyVoterRegStatus.aspx>

If you have any questions with regard to voter registration please contact the Town Clerk at sgalvin@townofmilton.org or 617-898-4859.