



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
Amy E. Hennessy Neves, Town Clerk

ATTENTION:


TOWN HALL IS CLOSED TO THE PUBLIC UNTIL FURTHER NOTICE:

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


For Vital Records Requests:

Please order them ONLINE (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 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.

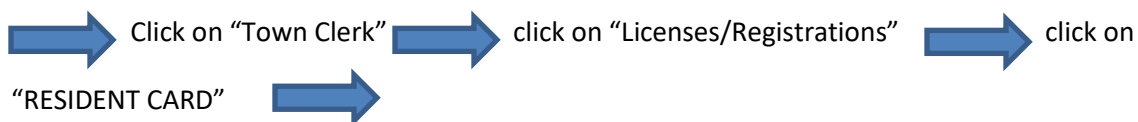
We appreciate your patience and cooperation at this uncertain time.

RESIDENT CARDS for SCHOOL:

The Milford Public Schools has cancelled the Kindergarten Registration. It will be rescheduled at a later time.

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

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.

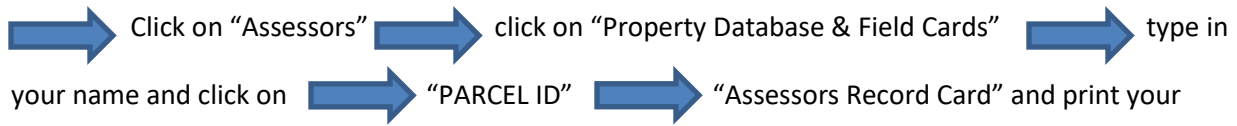
The LANDLORD or RENTAL AGENT also needs to sign the bottom of the Affidavit.

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 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 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 Danielle Petrowski at 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.


We appreciate your patience and cooperation at this uncertain time.

DOG LICENSES:

Our 2020 Dog Licensing Period begins April 1st and runs until June 30th. You will be able to pay for your Dog license online STARTING APRIL 1st (**NOT BEFORE THEN**, or you will be charged a prorated late fee from the 2019 licenses that cannot be refunded).

Please order them ONLINE (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. Please make sure to give us a valid phone number in case we need to contact you with any questions or concerns. We will mail your dog license by regular postal mail.

We appreciate your patience and cooperation at this uncertain time.

MARRIAGE INTENTIONS & MARRIAGE LICENSES:

With Town Hall closed to the public, we are currently unable to meet with couples for them to apply in person for a marriage license. We will take intentions again as soon as Town Hall re-opens to the public. Any currently filed intentions will be mailed to couples before their anticipated wedding date and licenses will be mailed to couples as soon as they are registered after their wedding. Please also check with your Officiant and Venue.

We appreciate your patience and cooperation at this uncertain time.

VOTING & ELECTIONS:

The deadline to register to vote for the April 7th Election is Wednesday March 18th by 8:00pm. 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 or aneves@townofmilford.com or by fax 508-634-2324 before the 8:00pm deadline.

The April 7th Annual Town Election is still currently on schedule.

The Town of Milford is closely monitoring the current public health situation including the Corona virus. There is no current expectation that the April 7th Annual Town Election will be cancelled or rescheduled. A postponement of cancellation of the election would require either a change in the law or a Court order, or both. 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

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.