



# TOWN OF LANCASTER

## OFFICE OF THE TOWN CLERK

Dianne M. Reardon  
Town Clerk

Melissa L. Pelletier  
Assistant Town Clerk

### TOWN CLERK SERVICES GUIDE WHILE TOWN OFFICES ARE CLOSED TO THE PUBLIC

The Clerk's Office will be working remotely. Residents requiring services from the Town Clerk's Office are asked to email their request to [townclerk@lancasterma.net](mailto:townclerk@lancasterma.net) or Call 978-365-3326 ext. 1013.

**Absentee / Early Voting by Mail** – see last page for Elections section

**Birth Certificates** – see Vital Records section

**Business certificates** - email [townclerk@lancasterma.net](mailto:townclerk@lancasterma.net)

- [Business Certificate Application Form](#)

**Death Certificates** – see Vital Records section

#### Dog Licensing

- [Information and questions about dog licensing](#)
- [Online licensing](#)
  - 🐕 A current rabies certificate must be on file with Clerks Office.
  - 🐕 Late fees are applied automatically (\$50 first month/\$10/month/dog starting May 1<sup>st</sup>).
- **New Dogs** – email [townclerk@lancasterma.net](mailto:townclerk@lancasterma.net) with rabies certificate & dog application. You will be notified when you can utilize the online system.

#### Marriages

- Applying for a [Marriage License](#) (to be married) – email [townclerk@lancasterma.net](mailto:townclerk@lancasterma.net) for forms and a detailed protocol. The 3-day waiting period to obtain the license begins once all materials and payment has been finalized. Licenses are valid for 60 days.
- **Certified Copy of your Marriage** – see Vital Records section

- **Marriage Ceremonies** – will be provided by appointment only. Email [townclerk@lanasterma.net](mailto:townclerk@lanasterma.net)

**Notary Services** – will not be available while the Town Offices are closed.

**Oath of Office** – if your board or committee is meeting and you have not taken your oath of office, please email [townclerk@lanasterma.net](mailto:townclerk@lanasterma.net) to make alternative arrangements.

**Public Records Requests** – Can be submitted to our office by mail (701 Main St. Suite 2 Lancaster, MA 01523) or by email [townclerk@lanasterma.net](mailto:townclerk@lanasterma.net) and will responded to in the required time if at all possible.

### **Vital Records**

**Birth Certificate** – Lancaster will only have your record if you were born in Lancaster or your parent(s) were living in Lancaster at the time of your birth. We will not have your record if you were born outside of Massachusetts.

**Death Certificate** – Lancaster will only have this record if the deceased passed away in Lancaster or they were on registered resident in Lancaster at the time of their death. We will not have this record if they passed away outside of Massachusetts.

**Marriage Certificates** – *we strongly recommend you email* [townclerk@lanasterma.net](mailto:townclerk@lanasterma.net) before ordering marriage certificates online. Lancaster will only have your record if you filed your intentions to be married in Lancaster.

### **Certified Copies –**

- [Online Ordering](#) – be sure our office has your record before ordering – see notes above.

### **Elections**

- Annual Town Election – originally scheduled for May 11<sup>th</sup> has been postponed to June 29th. We are recommending registered voters who would like to vote to apply now to receive a ballot by mail. [Absentee Ballot Application](#) or an [Early Ballot Application](#)(Annual Town Election)
  - [Register to vote Online and/or check voter registration status.](#)

- **Please apply early to allow ample mailing time – you will need MORE THAN ONE WEEK to:**
  - Receive your application - please [email](#) us a scanned signed copy or picture
  - Process your application (expect slower turnaround time due to reduced in office hours)
  - Receive your ballot via mail – postal services may take at least one week for delivery
  - Return your ballot - Ballots must be returned to the Polling Place, The Old Town Hall (695 Main St, Lancaster) by 8PM on Election Day to be counted!

### **Nomination Papers – Candidates for upcoming State Elections**

PAPERS MUST BE RECEIVED (NOT POSTMARKED) BY THE DUE DATE/TIME ON THE FORM

- **Drop Box** - Utilize the drop box in the back of the Prescott Building - Please put them in an envelope with your contact information including your name, phone number, e-mail address and mailing address. A receipt will be e-mailed to you. Should you use this option we recommend you email [townclerk@lancasterma.net](mailto:townclerk@lancasterma.net) to notify us as well.
- **Mail papers** (if the deadline is not approaching) to:  
Town Clerks Office – 701 Main Street Suite 2, Lancaster, MA 01523
- **Email** [townclerk@lancasterma.net](mailto:townclerk@lancasterma.net) to arrange for a time to drop off the papers.

For returning papers by mail - Please include a pre-stamped and pre-addressed envelope. We advise candidates to use some sort of tracking service if they are mailing their papers so they can ensure timely delivery.