

Town Clerk services

Town hall is closed to the public as well as town offices. The Town Clerks 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 Clerks office provides and is able to continue:

One staff member will be in the office on a rotating basis. Please do not hesitate to reach out with any questions or concerns. We can be reached by email, townclerk@townhall.westwood.ma.us, or by leaving a message at 781-326-3964 and someone will be in contact with you.

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.

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

- Renewals can be done when the Town offices re-open.
- If you are being required to file or show proof of filing please of your status please contact the town clerk at townclerk@townhall.westwood.ma.us

Census- Annual Town Census

- Please continue to return your 2020 Annual Town Census. If you have not received or have misplaced your census form please click [here](#) to download, fill out and either scan and email back to townclerk@townhall.westwood.ma.us or mail to Town Clerk, 580 High Street, Westwood, MA 02090

Census-2020 Federal Census

- [Invitations](#) were recently sent to each household to answer a questionnaire either online, by telephone or US mail. It is important to respond because these statistics will provide federal funding to our community for schools, roads, emergency services and other vital programs. It also determines how many representative seats each state will get in congress.
- Please help to have our Town attain 100 % responses by answering your census in any way convenient for you.

• Dogs & Dog licensing

- The deadline to register your dog (s) has been extended to June 30, 2020 with no late penalties.
- Those residents who have access to a computer can license their Dog(s) online. <https://www.doglicenses.us/MA/Westwood/>, By Mail: Westwood Town Clerk, 580 High Street, Westwood, MA 02090, Or drop off check or money order in the Green Mail drop box in front of Town Hall.
- 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.
- For any dogs you may find wandering in your neighborhood that appear to be lost, or any other dog related issue, please contact the Westwood police non-emergency line at 781-320-1000 so that they can help re-unite the dog to their owner and communicate with the Animal Control officer.

Elections

- The Annual Town Election has been postponed to Tuesday, June 2, 2020 by a vote of the SelectBoard(formally know as Board of Selectmen), in consultation with the Town Administrator, Town Clerk, Town Counsel and Board of Registrars, at their meeting on 3/30/2020 pursuant to [S.Bill 2608, Ch.45 Acts of 2020](#), due to the health and safety of our residents and staff during this current pandemic.

- We encourage all who are not able to go to the polls on June 2, 2020 to submit an [absentee ballot application if you qualify](#) or [Early voting by mail application](#) which is new legislation as part of the S.Bill 2608 with no restrictions.
- If you are not able to print out the application, you may send any written form of correspondence with your signature requesting an absentee ballot to the Town Clerk.
- These requests should be emailed to townclerk@townhall.westwood.ma.us , mailed to: Westwood Town Clerk, 580 High Street or placed in the green Mail drop box in front of Town Hall.

Notary Services

- These services will not be provided until further notice. If you have an emergency that requires immediate action, consideration will be on a case-by-case basis, with the safety of our staff and the community a priority.

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@townhall.westwood.ma.us or 774-263-8233.

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 through the following online portal: <https://www.townforms.com/FOIADirect-WestwoodMACitizens>
- We will do our 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.

Town Meeting

- Postponed to Monday, June 8, 2020-more details to follow
- A decision was made by a vote of the SelectBoard (*formally know as Board of Selectmen*)at their meeting on 3/30/2020 in consultation with the Town Administrator, Town Clerk, Town Counsel, and Town due to the health and safety of our citizens and staff during this current pandemic.

Vital record request

- Birth, Death and Marriages certified copies.
- Please contact the Town Clerk at townclerk@townhall.westwood.ma.us to ensure we have your vital record on file.
- Once this has been determined, you may go online to request and purchase your vital record.
- You may also do this by mail, sending in your request and payment with a self-addressed stamped envelope, to: Westwood Town Clerk, 580 High Street, Westwood, MA 02090 or by drop off in the Green Mail Drop box in front of Town Hall.
- The fee for each certified copy is \$10

Voter Registration

- [You may register to vote online](#)
- [You may register to vote by mail](#)
- [Check Voter Status](#)