

Town Clerk services

Town Hall is currently closed to the public however, staff is available daily to provide services by appointment:

We can be reached by email, townclerk@townhall.westwood.ma.us, or by leaving a message at 781-326-3964 or 781-320-1013 and someone will be in contact with you promptly.

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 by mail provided your signature has been notarized or in person by appointment.

Census- Annual Town Census

- The 2021 Annual Town Census was delivered to households by the US Postal Service in January.
- Please return your completed census by email to townclerk@ownhall.westwood.ma.us, by U.S. Postal mail in the self-addressed envelope provided, or by dropping it off in the Green Mail drop box in front of Town Hall.

Dogs & Dog licensing

- The 2021 licensing period began January 1, 2021 and will continue through March 31, 2021.
- Please register your dog on time to avoid a \$25 late fee.
- 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 will be held on Tuesday, April 27, 2021.
- If you are unable to go to the polls due to COVID concerns, you may vote absentee by downloading an [application](#) and submitting it to the Town Clerks office.
- 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 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

- May be done by appointment with the Town Clerk.

Public Record Requests

- Please submit any public records request through the following online portal:
<https://www.townforms.com/FOIADirect-WestwoodMACitizens>

Town Meeting

- The Annual Town Meeting will be held on Monday, May 3, 2021. Details to follow.

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.
- You may pick up your requested copy in person calling in advance of your arrival you may go [online](#) to request and purchase your vital record.
- The fee for each certified copy is \$10.00 and \$1.00 for postage(if mailing is requested)

Voter Registration

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