

TOWN CLERK SERVICES GUIDE WHILE THE STATE OF EMERGENCY FOR COVID-19 IS IN PLACE

Most, if not all, of the Clerk's Office services can be accessed remotely and in a timely fashion. In order to reduce face to face contact and to utilize contactless alternatives, when available, residents requiring services from the Town Clerk's Office are asked to email their request to townclerksoffice@easton.ma.us to obtain instructions or to set up an appointment.

Birth Certificates – see Vital Records section

Business certificates - email townclerksoffice@easton.ma.us

- [Information and questions about business certificates](#)
- [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 (\$5/month/dog starting March 1st).
 - If you are unable to find your dog at “*To search for your bill*” you may need to provide your current rabies certificate to us first – email townclerksoffice@easton.ma.us and you will be notified when you can utilize the online system.
- **New Dogs** – email townclerksoffice@easton.ma.us with rabies certificate & spayed/neutered information. You will be notified when you can utilize the online system.
- [Dog License Mail Form](#) - Form is only required when licensing your dog by mail.

Marriages

- Applying for a [Marriage License](#) (to be married) – email townclerksoffice@easton.ma.us for forms & instructions – please note: one of the parties must be a resident of Easton & you both must be able to appear in person at scheduled appointment. The 3-day waiting period to obtain the license begins once all materials and payment have 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 – limited days/times and # of people in attendance for inside service. Masks and socially distancing required. Email to set up a date and time (after you have begun the intentions process) dsicard@easton.ma.us

Notary Services – are not currently available at the Town Clerk’s Office. We recommend reaching out to your local bank, law office, insurance company, or local shipping stores.

Oath of Office – if you have been appointed to a board or committee and have not taken your oath of office, please email ethics@easton.ma.us to make an appointment & for instructions.

Planning & Zoning / ZBA Appeals –

- **[Filing Applications](#)** – this should be done through Planning & Economic Development Dept.
- **No Appeal Decisions** – decisions that have not been appealed will be available on the 21st day (or next available day) - applicants should email townclerksoffice@easton.ma.us to provide the address you would like to have your No Appeal stamped decision mailed to. You must provide this office with a copy of the receipt after filing with the Registry of Deeds.
- **Filing an Appeal** – A copy of an appeal can be submitted to the clerk’s office via email at townclerksoffice@easton.ma.us. Our office will print and date/time stamp the appeal – the date will be the same date we received the email except for weekends, which would be the next business date.

Public Records Requests - email publicrecords@easton.ma.us. The public records law allows for 10 business days and in some cases a 15-day extension to provide a response or requested records. Additional information can be found on our [website](#) or the [public records access guide](#).

Vital Records

- [Information and questions about vital records](#)
- Certified Copies –
 - [Online Ordering](#) – be sure our office has your record before ordering – see notes below
 - [Mail in Form](#)

Birth Certificate Notes – Easton will only have your record if you were born in Easton or your parents were living in Easton at the time of your birth. We will not have your record if you were born outside of Massachusetts.

Death Certificate Notes – Easton will only have this record if the deceased passed away in Easton or they were on record as living in Easton at the time of their death. We will not have this record if they passed away outside of Massachusetts.

Marriage Certificates Notes – we strongly recommend you email townclerksoffice@easton.ma.us before ordering marriage certificates online. Easton will only have your record if you filed your intentions to be married in Easton. Prior to 2010 you would have had to file in one of the parties’ communities which they lived in at time of filing. After 2010 you could file in ANY Massachusetts community to obtain their license

Yard Sales – The Code of Easton, [Chapter 193](#), requires a permit for yard sales to be obtained no less than 5 days in advance. Email your signed [application](#) (both applicant and building owner, if different must sign) to townclerksoffice@easton.ma.us. Mailed in requests will not be permitted unless it is received at least 5 days prior to yard sale. Once your application has been approved you will receive the signed permit to be displayed at your yard sale via email.