

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

The Town Clerk's Office will be working remotely starting **Monday, January 11, 2021**. Residents requiring services are asked to email their request to townclerk@lincolntown.org. Mail options are available for those who do not have access to email or electronic payment options, please call 781 259-2607 and we will return your call as soon as possible.

Absentee Ballot Application – Can be downloaded, completed, signed, scanned, and sent by email to the Town Clerk's Office at townclerk@lincolntown.org or placed in the Mail/Dropbox behind Town Offices. A copy of the Official Massachusetts Absentee Ballot application can be found [here](#).
It can also be sent by mail to:

**Town Clerk's Office
16 Lincoln Rd
Lincoln, MA 01773**

Annual Street Listing – All residents must sign and return the Annual Street Listing (Census) which is mailed to every household in January each year. It can be returned by mail or in the Mail/Dropbox at the back of Town Offices. If you have any questions or concerns you can email the Town Clerk's Office at townclerk@lincolntown.org

Birth Certificates – see **Vital Records** section

Business certificates – Please email townclerk@lincolntown.org for specific information about how to file for a business certificate while the office is working remotely.

- For more information about business certificates please go [here](#).
- Please complete [this](#) form and return to the Town Clerk

Cemetery-

- For information about the Cemetery please email the Town Clerk's Office at foxv@lincolntown.org
 - If you need to schedule a burial please contact the office and we will assist you.

Death Certificates – see **Vital Records** section

Dog Licensing: More information can be found [here](#)

- **[Online Licensing](#)**
 - A current rabies certificate must be on file with the Town Clerk's Office.
 - A \$5 late fee will be applied after March 31
- **New Dogs** – email townclerk@lincolntown.org attaching a current rabies certificate & spayed/neutered information. You can then utilize the online system to pay for the new dog license.

Marriages

- Applying for a **[Marriage License](#)** (to be married) – email townclerk@lincolntown.org for forms & guidelines – note you must be able to appear in person together. There is a 3-day waiting period to obtain a license. Licenses are valid for 60 days.
- **Certified Copy of your Marriage** – see **Vital Records** section

Local Elections (Candidate information can be found [here](#)):

- If you are interested in running for Town Offices in the Annual Town Election, please complete a [Statement of Candidacy](#) form and email it to foxv@lincolntown.org.
- Once received, we will make an appointment to issue Nomination Papers to you.
- If you have completed nomination papers and would like to return them, please put them in the Mail/Drop box.

Oath of Office – if your board or committee is meeting and you have not taken your oath of office, please email foxv@lincolntown.org to make an appointment to take the oath of office.

Public Records Requests – email townclerk@lincolntown.org. Requests will be fulfilled as soon as possible.

Voter Registration

- **Online**
 - You can register online through the Secretary of the Commonwealth's Website [here](#).
- **By mail**
 - You can download the form [here](#) and sign and mail it back to the Town Clerk's Office at 16 Lincoln Road, Lincoln, MA 01773.

Vital Records

- **Certified Copies** –
 - [Online Ordering](#) – be sure our office has your record before ordering – see notes below
 - You are also welcome to request certificates by mail.

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

If you are/were a parent residing at Hanscom Air Force Base at the time of the birth, please email townclerk@lincolntown.org or call 781 259-2607 to confirm we have a copy of the record prior to completing this transaction.

Death Certificate Notes – Lincoln will only have this record if the deceased passed away in Lincoln or they were on record as living in Lincoln 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 townclerk@lincolntown.org before ordering marriage certificates online. Lincoln will only have your record if you filed your intentions to be married in Lincoln