

**OFFICE OF THE TOWN CLERK  
FEE SCHEDULE**

The Town Clerk's Office receives over-the-counter payments of cash, check or credit card; VISA, MASTERCARD or DISCOVER (\$3.00 convenience fee for credit cards). U.S. Mail payment is by check only; No Cash or Credit card. Checks must be made payable to: The Town of Westborough.

The Town Clerk's Office also receives On-Line payments for certain items. Go to: [www.town.westborough.ma.us](http://www.town.westborough.ma.us) (select On-Line Payments left side of page). A \$3.00 convenience fee is added.

The following transactions ONLY may be done On-Line:

- Birth Certificates
- Death Certificates
- Marriage Certificates
- Dog Licenses

**TRANSACTION**

**FEE (each)**

- |  |         |
|--|---------|
| • <b>Certified Copy of Birth, Death or Marriage</b>  | \$10.00 |
| • <b>Marriage Intention</b>  | \$25.00 |
| <i>(Couples must apply together in person, no more than 60 days before the wedding. There is a 3-day waiting period before the license is issued (see Clerk if less than three days are needed).</i> |         |
| • <b>Business Certificate/DBA/LLC Filings</b>  | \$25.00 |
| • <b>Street List</b>   | \$15.00 |
| • <b>Zoning Bylaws or Maps/Charter &amp; Gen Bylaws</b>  | \$10.00 |
| • <b>Notarizations – For Residents Only Tues &amp; Thurs 8-Noon</b>  | FREE    |
| <i>We do not notarize color copies. Must provide a Current picture ID. Document must be signed in the Presence of the Notary.</i>  |         |
| • <b>DOG LICENSING</b> January 2 <sup>nd</sup> to March 31 <sup>st</sup>   |         |
| • Neutered/Spayed  | \$15.00 |
| • Unaltered  | \$20.00 |
| • Seniors 70+ & Disabled Veterans & Service Dogs   | FREE    |

(must show ID/DV Card/Certificate)

The Dog License/Tag is valid for the current year. A late fee of \$5/month is applied for each dog after March 31<sup>st</sup>

*\*\*Note: We no longer issue fishing/hunting licenses. You may purchase on-line at: [www.mass.gov/eea/agencies/dfg/dfw](http://www.mass.gov/eea/agencies/dfg/dfw) or in person at the MA Fish & Wildlife offices, 1 Rabbit Hill Rd., Westborough, MA. Please feel free to call the Town Clerk's Office if you have additional questions.*

*Wendy Michel, Town Clerk*