

Clerk's Corner November 2017  
Your Clerk's Office from A to Z!

There is so much information available through your clerk's office that it's like a mini encyclopedia, or as is said now, Google. Here are some tidbits in alphabetical order.

The ANNUAL census is a function of the clerk's office and is mandated by Massachusetts General Law to be done at the start of each year. From the data gleaned, the clerk compiles the street list, or as some may call it, the "nosey book" in May. ABSENTEE ballots can also be requested from this office.

BUSINESS certificates or dba's are required in the Commonwealth for a business that is operated under any title other than the business owner's real name, whether individually or as a partnership. Business certificates are filed with the clerk in the community where the business is located. This business certificate creates a public record of the name and address of the owner however; it is not a permit to conduct business in a residential district as it carries no zoning benefits.

CANINES over 6 months old must be vaccinated against rabies and licensed in their community through the clerk's office annually as stated by MGL 140, §137. In Wenham, our dog licenses run from January to December. New in 2018 is a "cutest dog in Wenham" contest for those who register their dogs on time in January.

Electronic and metal waste that is to be disposed of at the DPW must be paid for at the clerk's office. All things ELECTIONS are handled by the clerk's office.

MARRIAGE licenses are required in Massachusetts and can be filed for in any MA clerk's office. It does not matter where a marriage license is filed. With that in mind, it is a wise decision to have some connection to the municipality where you file because that marriage license will always be held in that town/city hall. Completing the marriage license requires that both people are present at the clerk's office and know their social security numbers, full names and addresses as well as those of their parents. The marriage license must be filed within 60 days of the ceremony allowing for a three day wait period prior to the ceremony.

RAFFLE permits are obtained from the clerk in the community where the raffle will be held. Only organizations who have been actively functioning as a nonprofit for two years may apply for such a permit. RECYCLE stickers can also be picked up at the clerk's office.

VITAL record certificates include birth and death records and are permanently held in the clerk's office of the resident's community. If a couple lives in Wenham but delivers a baby in Boston, the birth certificate will be on file in Wenham as well as in Boston. If someone is residing in Wenham at the time of their death, the certificate will be on file in Wenham as well as in the community where the death occurred. Lastly, all activities related to VOTING are under the jurisdiction of the Clerk.

If there are any questions on these matters, be sure to talk to your clerk. We are here for the residents.

Specifically in Wenham, there are two events leading up to the Wenham's 375<sup>th</sup> in 2018 that should be noted. On November 7, 2017 the HW Library will be hosting a local author night

which will help to jump start our writing contest, Life in Wenham. Our cocktail party/silent auction on November 30, 2017 at the Wenham Museum is set to energize our fundraising. See <https://tinyurl.com/wenham375> for more details.

*Dianne Kaplan Bucco was elected the Wenham Town Clerk April 11, 2014 and has achieved the designation of Certified Municipal Clerk in 2017. For more information on the clerk's office, please go to [www.wenhamma.gov](http://www.wenhamma.gov) or follow the Wenham Town Clerk on Facebook.*