



Commonwealth of Massachusetts  
**Town of Wrentham**  
Office of the Town Clerk  
79 South Street, Wrentham, MA 02093

Cynthia Thompson, Town Clerk  
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These are just a few of the frequent questions that the Town Clerk's office typically receives. Visit the Town Clerk's webpage for further details on each subject.

**Q. What are Town Hall Hours?**

|           |                        |
|-----------|------------------------|
| Monday    | 8:00 a.m. to 4:00 p.m. |
| Tuesday   | 8:00 a.m. to 7:00 p.m. |
| Wednesday | 8:00 a.m. to 4:00 p.m. |
| Thursday  | 8:00 a.m. to 4:00 p.m. |
| Friday    | 8:00 a.m. to noon      |

**Q. How and When Do I License My Dog?**

- Dog licenses are issued for a **calendar** year (owner must be over the age of 18).
- Dog licensing period begins on **January 1<sup>st</sup> and ends on March 31<sup>st</sup>**.
- Dogs **must** have updated rabies information.
- Dog licenses obtained after **March 31<sup>st</sup>** are subject to a **late fine of \$50.00 per dog** (per Mass. General Law, Chapter 40, Section 21D)
- Dog licenses obtained after **May 31<sup>st</sup>** are subject to an **additional late fine \$100.00 per dog** (per Wrentham General Bylaws 4.10, Section 7C).

**Licenses**

|                       |                           |
|-----------------------|---------------------------|
| Male/Female - \$20.00 | Spayed/Neutered - \$12.00 |
|-----------------------|---------------------------|

- Licenses may be obtained at the Town Clerk's Office (Mon./Wed./Thurs., 8 AM to 4 PM; Tuesday, 8 AM to 7 PM and Friday till 8 AM to 12 Noon).
- Licenses may also be obtained via USPS mail (enclose application, rabies certificate, self-addressed stamped envelope, and check made out to the "Town of Wrentham", 79 South Street). If no envelope is provided, the licenses will held at the office for pick-up.

**Q. How do I Obtain a Certified Copy of a Birth, Marriage, or Death Certificate?**

Certified copies of birth, marriage, and death certificates are \$10.00 each.

- Birth Certificates: Parents must have been living in Wrentham at time of your birth.
- Marriage Certificates: Available to anyone who filed their Intentions in Wrentham.
- Death Certificates: Available for decedents who were pronounced in the Town of Wrentham, or who resided in the Town of Wrentham at the time of death.

**Q. How Do I Apply for a Marriage License?**

- Both parties must be present and apply together.
- There is a three (3) day waiting period after you file your intentions.
- The cost to file the intention is \$25.00.
- You cannot apply more than 60 days prior to marriage.

**Q. How Do I Obtain a Business Certificate?**

- Business Certificates are \$35.00 and are active for four (4) years.
- You and any co-owners must appear in person to sign the business certificate.
- If any changes occur during the four year period, you must come in and file a change or discontinuance, for a fee of \$15.00.

**Q. How Do I Obtain a Raffle Permit?**

- Non-profit organizations having been in existence for two years or more are eligible.
- If applying for the first time, a statement of organization must be presented.
- The Raffle Permit fee is \$20.00.

**Q. How Do I Register to Vote?**

- You must be 18 years old and a U.S. citizen.
- You can register in person, by mail, at the Registry of Motor Vehicles, or on-line at [www.sec.state.ma.us](http://www.sec.state.ma.us). You will receive verification by mail after registering.
- A mail-in registration form can be sent to you if requested.
- If you move within Town, please re-register at your new address.

**Q. Where Do I Vote and what Precinct Am I in?**

All Wrentham voters cast their ballots at the Wrentham Elementary School (Janelli Annex) 120 Taunton Street, Wrentham, MA 02093. Wrentham has three (3) precincts and you may find your precinct in the Alphabetical Streets and Precincts document.

**Q. When is the Annual Town Election?**

The Annual Town Election is held on the first Monday in April.

**Q. When are the Spring/Fall Town Meetings?**

- The Spring Town Meeting is held on the first Monday in June.
- The Fall Town Meeting is held on the second Monday in November.
- Special Town Meetings may be held periodically during the year.
- All Warrants and Minutes of the Town Meetings are posted on the Town's website under the Board of Selectmen's page.
- All Town Meetings are held at King Philip Regional High School, beginning at 7:30 pm.

**Q. Why do I Need to Answer to the Annual Census?**

It is the law. The Annual Census is mailed to every household during the month of January. Per Massachusetts General Law, Town Registrars are obliged to prepare lists of pertinent information on every residence in Wrentham. The census is used to certify your residency and aids in the calculation of the amount of state aid for the schools. In addition, if not returned, voters in the household will become inactive and may be deleted after two state elections.

**Q. I Have Just Been Appointed to a Committee. Do I Need to Get Sworn-In and Take an Oath of Office?**

Yes. Under Massachusetts General Law, Chapter 41, Section 15, the Town Clerk administers the oath of office to Town officers for faithful performance of duties.

**Q. Where May I find Notary Public Services?**

Notary public services are available in the Town Clerk's office during normal business hours for a nominal fee. Additional notaries are available by appointment at the Senior Center and the Fiske Public Library, as well as local banks, insurance companies, or the Wrentham District Court House.

**Q. Passports?**

Passport Applications may be obtained at the Fiske Public Library, 110 Randall Road. Contact (508) 384-5440 for office hours and fees.

