

OFFICE OF THE

TOWN CLERK

Marlene Kenney, Town Clerk

13 AYER ROAD · HARVARD, MASSACHUSETTS 01451-1458

(978)456-4100 ext. 316 * FAX: (978)456-4113 * mkenney@harvard.ma.us



DATE: March 17, 2020

SUBJECT: MESSAGE – TOWN HALL CLOSED - PUBLIC ACCESS TO TOWN CLERK

Town Clerk's Office

Open Monday thru Thursday 8 am to 4:30 pm

Telephone: 978-456-4100 ext 316 or 319

Fax: 978-456-4113

Email: mkenney@harvard.ma.us, Marlene Kenney, Town Clerk

Email: cbowen@harvard.ma.us, Catherine Bowen, Assistant Town Clerk

Please call or email with any questions for the Town Clerk's Office

Online payments for Birth, Death, Marriage Certificates and Dog Licenses - www.harvard.ma.us

– Home Page – Online Payments (left side)

Mail-In Application for Birth, Death & Marriage Certificates and Dog Licenses -

<https://www.harvard.ma.us/town-clerk> Mail to: Harvard Town Clerk, 13 Ayer Road, Harvard, MA 01451

Mail-In Application for Business Certificates - <https://www.harvard.ma.us/town-clerk> Mail NOTARIZED form

to: Harvard Town Clerk, 13 Ayer Road, Harvard, MA 01451

Absentee Ballot Application - <http://www.sec.state.ma.us/ele/> Mail to: Harvard Town Clerk, 13 Ayer Road, Harvard, MA 01451 or email to mkenney@harvard.ma.us

NOTE: DURING EMERGENCY OFFICE CLOSING, ABSENTEE BALLOTS MAY BE DROPPED OFF IN NIGHT DROP BOX.

Night Drop Box - Harvard Town Hall (left side of front door), 13 Ayer Road, Harvard

PLEASE NOTE: *Notary Services and Marriage Intentions will not be available while Town Hall is closed.*

Meeting Postings: Governor Baker has issued an Executive Order allowing public bodies to conduct their meetings as “virtual meetings”. **However, the requirements of posting meetings 48 hours in advance and creating and maintaining accurate minutes remain in effect.**