
SCHEDULE OF FEES – SOUTHBOROUGH TOWN CLERK

17 Common St., Southborough, MA 01772

Revised 9/20/2021

Description	Fee
BUSINESS	
DBA certificate, new or renewal	\$40 (4 yrs.)
DBA - amendments.	free
DBA - discontinue.	free
DBA – certified copy	\$10
Filing a copy of written instrument of declaration of trust by the trustees of an association or trust, or any amendment thereof, as provided by Sec. 2, Ch. 182.	\$20
Flammable Storage Permit Renewals.	\$50 per unit
Raffle Permits	No Charge
Receiving & filing of a complete inventory of all items to be included in a "Closing out" sale, etc. No Charge	
VITAL RECORDS	
Birth, death, or marriage certificates.	\$10 1st copy, \$2 each additional copy
Correcting errors or making an amendment in a record of birth, marriage, or death.	\$25
Entering certificate of marriage filed by persons married out of the Commonwealth.	\$20
Entering delayed record of birth.	\$20
Filing notice of intention of marriage and issuing 5 certified copies of the license	\$100
Establishing a vital record.	\$20
Examining records or papers relating to a birth, marriage or death upon the application of any person, the actual expense thereof, but not less than \$5.00.	\$10
BYLAWS/MAPS	
Bylaws are available on the website	No cost
Zoning maps will be sent via email only	No cost
DATABASES	
Electronic	no cost
Printouts	.05/page

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Description	Fee
DOG and KENNEL LICENSES	
Dog License:	
1 year	\$12
2 year	\$24
3 year	\$30
ADA Service Dogs	No Charge
Kennel License: 5 – 10 dogs	\$100
Kennel License: more than 10 dogs	\$150
DOG FINES	
Up to 30 days past deadline for registration	\$25
30 days or more past deadline for registration	\$50
POLES/CONDUITS	
Recording order granting locations of poles, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires and cable or attachments under the provisions of Sec. 22 of Chapter 166	\$40 (each utility/vendor); \$10 each add'l. street/way.
PUBLIC RECORD REQUESTS	
Time required to research or segregate records.	No Charge for the first 2 hours. Each additional hour will be charged at the lowest hourly rate of the employee assigned to the task.
Photocopies	No charge for the first 5 pages. \$.05 cents for each additional page.
Certification of a copy – ONLY records from the Town Clerk’s Office	\$10 per document.
ANNUAL STREET LISTING	
Printed copy	\$6
PDF copy	free