

CMA 2025 #32
IN CITY COUNCIL
 March 3, 2025

To the Honorable, the City Council:

The Cambridge City Clerk Department (Clerk Department) provides numerous services to the public, including but not limited to the maintenance and issuance of vital records, issuance of marriage, domestic partnership, and professional certificates, and notary services. The Clerk Department has not updated its fees for the provision of these services, and others, since 2012. The Clerk Department, along with the Budget Office, have determined that the current fees do not generate enough compensation to offset the cost of providing the afore-mentioned services. Furthermore, the neighboring City of Somerville, as of July 1, 2024, increased its fees in order to better compensate it for the costs of providing similar services. Below is a table showing fees currently charged by the Clerk Department, pursuant to Cambridge Municipal Code, Section 2.24.050, and new proposed fees:

Service	Current Fees	Proposed Fees
Marriage Intention	\$35.00	\$50.00
Marriage Certificate	\$10.00	\$15.00
Birth Amendment/Corrections	\$50.00	\$50.00
Birth Certificates	\$10.00	\$15.00
Delayed Birth Record	\$50.00	\$50.00
Correct Death Errors	\$50.00	\$50.00
Death Certificate	\$10.00	\$15.00
Correct Marriage Certificate	\$50.00	\$50.00
Examine Vital Records:		
(per hour or portion thereof)	\$15.00	\$15.00
(per additional one-half-hour or portion thereof)	\$7.00	\$7.00
Filing Trust	\$35.00	\$35.00
Domestic Partnership Applications	\$35.00	\$50.00
Domestic Partnership Certificate	\$10.00	\$10.00



Notarizing Non-Municipal Documents	\$1.00	\$5.00
Constables	\$100.00	\$100.00
Business Certificates (including certified copy)	\$50.00	\$50.00
Amending Business Certificate	\$10.00	\$10.00
Termination of Business Certificate	\$5.00	\$5.00
Register Podiatrist	\$50.00	\$60.00
Register Electrolysis	\$50.00	\$60.00
Optometry Certificate	\$50.00	\$60.00
Physician/Osteopath Certificate	\$50.00	\$60.00
Power of Attorney	\$35.00	\$35.00
Closing-out Inventory	\$10.00	\$10.00
Petition for Zoning Amendment	\$150.00	\$150.00
Certified Copies Requested by Senior Citizen	\$5.00	\$5.00

Updating the fees, as described above, will allow the Clerk Department to offset the costs of providing the services and bring Cambridge in-line with what a neighboring community is charging. Importantly, as the above table demonstrates these goals will be accomplished while only moderately increasing the current charged fees. Pursuant to G. L. c. 40, § 22F, the City Council must approve of any increase to the Clerk Department fees by majority vote. I have attached a proposed ordinance amendment hereto and am requesting that the City Council pass the proposed ordinance amendment to a second reading.



Yi-An Huang
City Manager

2.24.050 Fee schedule.

Effective ~~July~~April 1, 2012~~5~~, the fees for the City Clerk Department shall be as follows:

Marriage Intention	\$50 <u>35</u> .00
Marriage Certificate	\$15 <u>10</u> .00
Birth Amendment/Corrections	\$ <u>50</u> .00
Birth Certificates	\$15 <u>10</u> .00
Delayed Birth Record	\$ <u>50</u> .00
Correct Death Errors	\$ <u>50</u> .00
Death Certificate	\$15 <u>10</u> .00
Correct Marriage Certificate	\$ <u>50</u> .00
Examine Vital Records:	
(per hour or portion thereof)	\$ <u>15</u> .00
(per additional one-half-hour or portion thereof)	\$ <u>7</u> .00
Filing Trust	\$ <u>35</u> .00
Domestic Partnership Applications	\$50 <u>35</u> .00
Domestic Partnership Certificate	\$ <u>10</u> .00
<u>Notarizing Non-Municipal Documents</u>	\$ <u>5</u> .00
Constables	\$ <u>100</u> .00
Business Certificates (including certified copy)	\$ <u>50</u> .00
Amending Business Certificate	\$ <u>10</u> .00
Termination of Business Certificate- cate	\$ <u>5</u> .00
Register Podiatrist	\$60 <u>50</u> .00
Register ed Electrolysis	\$60 <u>50</u> .00
Optometry Certificate	\$60 <u>50</u> .00
Physician/Osteopath Certificate	\$60 <u>50</u> .00
Power of Attorney	\$ <u>35</u> .00
Closing-out Inventory	\$ <u>10</u> .00
Petition for Zoning Amendment	\$ <u>150</u> .00
Certified Copies Requested by Senior Citizen	\$ <u>5</u> .00

(Amended, 03/24/2025; Ord. 1348, 5/21/2012; Ord. 1320, 5/18/2009; 1294, Amended, 05/22/2006; Ord. 1292, Added, 11/14/2005; 1280, Added, 09/27/2004; 1274, Amended, 06/14/2004; Ord. 1133, 1992)