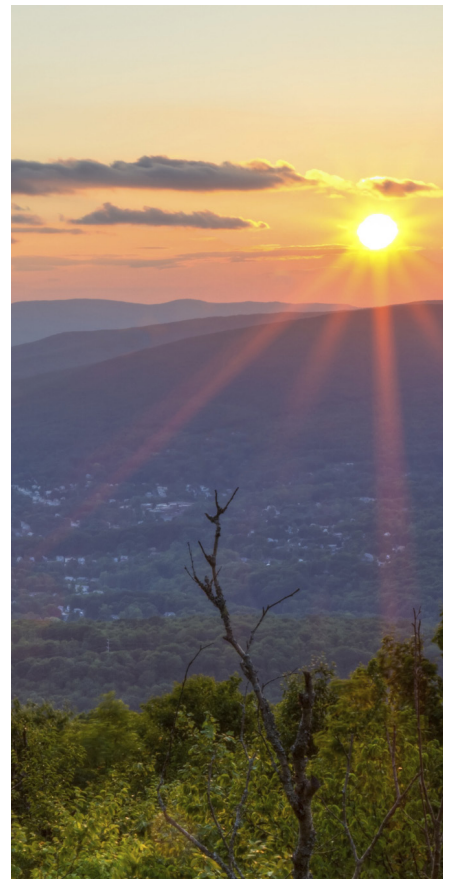
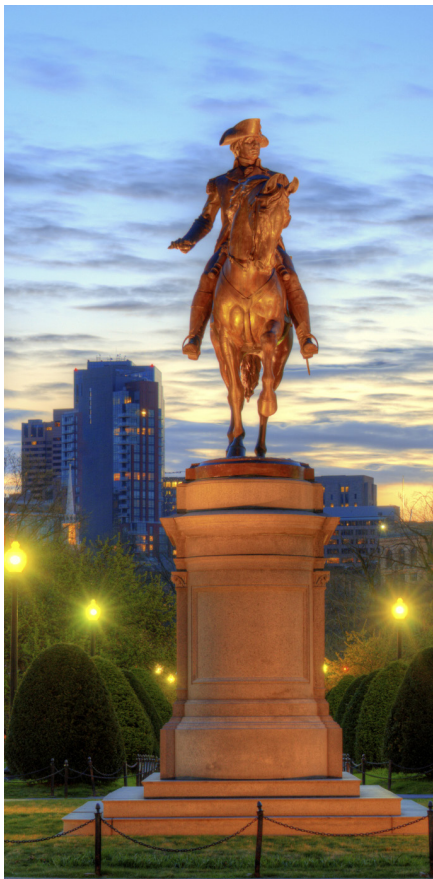




# *Welcome to Massachusetts: A Primer on Bay State Basics*



**William Francis Galvin**  
Secretary of the Commonwealth  
*updated 8/30/2021*

## **General Information**

### **Official Name**

Commonwealth of Massachusetts

### **Citizens Designation**

Bay Staters

### **State Capital**

Boston

### **Population**

6,547,629 (2010 U.S. Census Bureau)

### **Population Rank**

14th of 50 states (2010 U.S. Census Bureau)

### **Area**

8,257 square miles (land and water)

### **Population Density**

839.4 persons per square mile (land area) (U.S. Census Bureau)

### **Communities**

312 towns; 39 cities

### **Counties**

There are 14 counties: Barnstable, Berkshire, Bristol, Dukes, Essex, Franklin, Hampden, Hampshire, Middlesex, Nantucket, Norfolk, Plymouth, Suffolk and Worcester.

### **State Government**

Six constitutional officers elected for four years: Governor, Lieutenant Governor, Secretary of the Commonwealth, Attorney General, Treasurer and Receiver General, Auditor

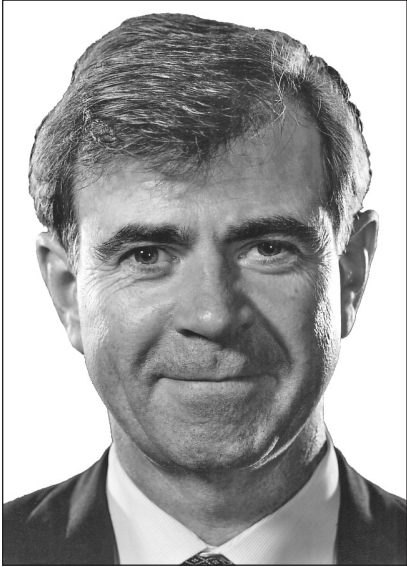
### **Statehood**

Massachusetts is one of the original thirteen colonies and became the sixth state of the Union on February 6, 1788

### **Legislature**

Official Name: General Court. Two branches with members elected for two years; House of Representatives: 160 members; Senate: 40 members

## ***A Message from the Secretary of the Commonwealth of Massachusetts***



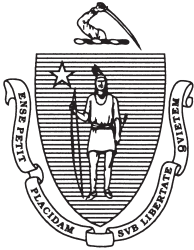
Dear Visitor

Massachusetts, located in the heart of New England, is the region's most populous state. Lively urban areas, picturesque seaside communities, and tiny rural towns offer a unique ambiance which each year attracts many new residents. This booklet is designed to provide people contemplating a move to Massachusetts, students arriving to attend our colleges and universities, and those who have recently moved here with specific information on the practical aspects of residency. I hope that visitors, new residents and those considering a move to the Bay State find this booklet a good source of useful information.

Sincerely,

A handwritten signature in cursive script that reads "William Francis Galvin". The signature is written in dark ink and is positioned above the printed name and title.

William Francis Galvin  
Secretary of the Commonwealth



Published by

**William Francis Galvin**

Secretary of the Commonwealth

Citizen Information Service

One Ashburton Place, Room 1611

Boston, Massachusetts 02108-1512

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Toll-free: 1-800-392-6090 (within Mass. only)

TTY: 617-878-3889

Fax: 617-742-4528

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## **Citizen Information Service**

### **Citizen Information Service (CIS)**

Secretary of the Commonwealth

One Ashburton Place, Room 1611

Boston, MA 02108-1512

Tel: 617-727-7030

Toll Free: 1-800-392-6090 (within Mass. only)

TTY: 617-878-3889

Fax: 617-742-4528

Hours: M-F, 8:45 a.m. - 5:00 p.m.

[www.sec.state.ma.us/cis](http://www.sec.state.ma.us/cis)

Email: [cis@sec.state.ma.us](mailto:cis@sec.state.ma.us)

For more than 40 years, Citizen Information Service (CIS) has made state government more accessible to residents of the Commonwealth. It has responded to millions telephone and email inquiries, and has been able to provide immediate answers to approximately ninety-nine percent of those calls. The goal of Citizen Information Service has been to assist citizens connect to the many state agencies where they may seek information on programs and or to seek assistance or redress with the governmental offices that we citizens interact with. While we cannot answer every question the public is invited to send us their questions as they relate to state government. Please understand we do not provide any legal services or opinions, nor do we advocate on behalf of the citizens. You may call, fax or email us at the contact information below.

In addition, CIS produces and distributes a series of publications, including this one, on a diverse range of topics such as the: Citizens' Guide to State Services, Motor Vehicle Excise Information, Safe & Sanitary Housing for Massachusetts Residents, and many more. For a complete listing of brochures and booklets visit our website and find the heading: Publications, Brochures and Booklets

## **Residency**

There is no formal procedure for establishing a legal residence in Massachusetts. Voter registration, automobile registration, a driver's license, the appearance of a person's name on a city or town street list, and rent, utility, mortgage or telephone bills normally provide tangible proof of residence. However, individual public or private agencies or institutions may have their own requirements for proof of residence. To be eligible for the resident tuition rate at a public institution of higher learning, the applicant must be able to demonstrate that s/he is a resident and intends to remain permanently or for an indefinite time. For state universities and state colleges, the length of residency is twelve months; for community colleges, it is six months. It is important to check with the institution as several factors are taken into consideration in determining residency.

## **Bottle Law**

### **Massachusetts Department of Environmental Protection**

One Winter Street, 4th floor

Boston, MA 02108

Tel: 617-292-5500

Toll Free: 1-800-462-0444 (within Mass. only)

[www.mass.gov/orgs/massachusetts-department-of-environmental-protection](http://www.mass.gov/orgs/massachusetts-department-of-environmental-protection)

Glass, plastic, metal, aluminum and bi-metal containers holding beer and other malt beverages, carbonated soft drinks, and artificially carbonated mineral water are subject to mandatory deposit requirements. Wine, dairy products, natural fruit juices, and alcoholic beverages other than beer and malt are exempt. The refund value is five cents, but may be less in certain instances. Empty containers may be returned to redemption centers or retail outlets which sell or have sold within the past 60 days the same brand, type and size of container.

## **Businesses**

### **Business License**

MGL Chapter 110 sec.5: (roughly translated and not meant as a legal interpretation) Any individual who is going to do business under a name other than his/her own name must file a business certificate in the town or city hall Clerks' office where the business is to be located, often called a DBA certificate: (Doing Business As). This could be a sole proprietorship, general partnership, or a corporation that wishes to register a DBA name. Or, a business may register by incorporating or becoming an LLC or LLP or other entity type with the Secretary of the Commonwealth. If the owner of the business wishes to register a trademark or service mark, they may file with the Trademarks Section of the Corporations Division of the Office of the Secretary of the Commonwealth. For further information on trademarks, service marks or the incorporation process, see Secretary of the Commonwealth, Corporations Division. NOTE: Some businesses require a separate state license as well as the requirement to register the business. Example: a barber must register their business at either the city or town hall, or, by incorporating with the Secretary of the Commonwealth, as well as being licensed by the Board of Registration. If you have further questions on the licensing of a business, contact: Citizen Information Service at 617-727-7030 or, 1-800-392-6090, hours: M-F 8:45-5. For a listing of telephone numbers to the city and town offices in Massachusetts visit the following website: [www.sec.state.ma.us/cis/cistel/telidx.htm](http://www.sec.state.ma.us/cis/cistel/telidx.htm) or call Citizen Information Service.

### **Office of the Secretary of the Commonwealth**

Corporation Division  
One Ashburton Place, Room 1717  
Boston, MA 02108-1512  
Tel: 617-727-9640  
Fax: 617-742-4538  
[www.sec.state.ma.us/cor/coridx.htm](http://www.sec.state.ma.us/cor/coridx.htm)  
Email: [corpinfo@sec.state.ma.us](mailto:corpinfo@sec.state.ma.us)

### **Consumer Protection**

#### **Consumer Protection Division**

Mailing Address: Office of the Attorney General  
One Ashburton Place, 19th Floor  
Boston, MA 02108  
Tel: 617-727-8400 or  
Springfield: 413-784-1240  
[www.mass.gov/orgs/office-of-attorney-general-maura-healey](http://www.mass.gov/orgs/office-of-attorney-general-maura-healey)

If you have a complaint involving the purchase and/or sale of goods and services in a private business transaction, you can contact the local consumer council in your city or town. If your city or town does not have a consumer council, contact the Consumer Protection Division of the Office of the Attorney General. The Consumer Protection Division receives and processes citizen complaints, working closely with consumer complaint groups throughout the state. To file a complaint, obtain a form directly from the Consumer Protection Division. The division will accept individual written complaints and take legal action if a widespread pattern of fraud is found.

#### **Office of Consumer Affairs and Business Regulation**

10 Park Plaza, Suite 5170  
Boston, MA 02116  
Tel: 617-973-8787  
Toll Free: 1-888-283-3757 (within Mass. only)  
[www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation](http://www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation)

The Office of Consumer Affairs and Business Regulation serves as an informational resource to consumers



throughout the Commonwealth by publishing brochures on consumer rights in many areas. These include such topics as Mechanics of Auto Repair, Consumer's Guide to Home Improvement, information on Small Claims Court (web only), and three brochures on lemon law for autos (new, used and leased), Tenant Rights and Responsibilities, and many more. The office will be pleased to send you a publication in your area of concern.

## **County Information**

An historical note on county government in New England:

Generally speaking, the New England states do not have as active a county government system as compared to the rest of the nation. In Massachusetts for example, state roads (usually numbered routes) are cared for by the state highway department (MassDOT), while individual communities care for non-state roads within their borders. The lack of an comprehensive county government system can cause some confusion for people who move here from other parts of the nation as the opposite is usually true in their former home state. Questions related to counties may be directed to: Citizen Information Service. The 14 counties are: Barnstable, Berkshire, Bristol, Dukes, Essex, Franklin, Hampden, Hampshire, Middlesex, Nantucket, Norfolk, Plymouth, Suffolk and Worcester.

## **Drinking Age**

The legal drinking age in Massachusetts is 21 (since 6/1/85). Proper identification is a Massachusetts driver's license or a liquor purchase identification card issued by the Registry of Motor Vehicles. While uncommon, establishments that sell liquor may choose not to accept out of state identification cards or driver's licenses.

## **Drug Laws**

### **Medical Use of Marijuana Program**

Department of Public Health  
99 Chauncy Street, 11th Floor  
Boston, MA 02111  
Tel: 17-660-5370

### **Cannabis Control Commission**

101 Federal Street 13th Floor  
Boston, MA 02110  
Tel: 617-701-8400

The laws related to marijuana are evolving. Medical and recreational use of marijuana is legal in Massachusetts for residents 21 years of age or older or by prescription in medical use applications. Public consumption is not, as yet, legal. Conviction for the possession of more than one ounce of marijuana (for personal use) in Massachusetts is punishable by imprisonment in a house of correction for not more than six months or a fine of \$500.00, or both (M.G.L Ch.94C :34. . Possession with intent to distribute or the manufacture of PCP or Angel Dust carries a one-year mandatory prison sentence in Massachusetts. Possession of large quantities of illegal drugs with intent to distribute carries various mandatory prison sentences based on the quantity of the drug.

## **Education**

### **Day Care**

#### **Department of Early Education and Care**

51 Sleeper Street, 4th Floor  
Boston, MA 02210  
Tel: 617-988-6600

[www.mass.gov/orgs/departments-of-early-education-and-care](http://www.mass.gov/orgs/departments-of-early-education-and-care)

The Department of Early Education and Care will provide lists of licensed day care facilities.

## **Public Schools K-12**

### **Massachusetts Department of Elementary and Secondary Education**

75 Pleasant Street  
Malden, MA 02148-4906  
Tel: 781-338-3000  
[www.doe.mass.edu/](http://www.doe.mass.edu/)

The Massachusetts Board of Elementary and Secondary Education, consisting of citizens appointed by the governor, sets policies and establishes state standards for educational programs in all public elementary and secondary schools. Cities and Towns run their school systems individually with the guidance of the board. Each town and city school board shall establish the permissible and mandatory ages for school attendance and shall consider the advisability of raising the minimum age for attendance in the first grade to the national average age for such attendance. The age varies from 5-6. To view a specific city or towns' kindergarten admittance age and month, visit the following site: <https://www.doe.mass.edu/sfs/earlylearning/> . For reports on public schools and school systems, visit the following site: <http://profiles.doe.mass.edu/>

## **Private Schools**

### **New England Association of Schools and Colleges**

3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4514  
Tel: 781-425-7700  
Toll Free: 1-855-886-3272  
[www.neasc.org](http://www.neasc.org)

Information on private schools, such as accreditation, can be obtained from the **New England Association of Schools and Colleges** and the Massachusetts Department of Elementary and Secondary Education.

## **Higher Education**

### **Massachusetts Department of Higher Education**

One Ashburton Place, Room 1401  
Boston, MA 02108  
Tel: 617-994-6950  
[www.mass.edu](http://www.mass.edu)

There are 122 institutions of higher learning, public and private, located in Massachusetts. The state institutions include 15 two-year community colleges, nine four-year state colleges, and five state university campuses. In addition, the state colleges include two schools with specialized curricula: Massachusetts Maritime Academy, and the Massachusetts College of Art. The University of Massachusetts campuses are spread across Massachusetts, with the flagship campus in Amherst, the medical school in Worcester, as well as campuses in Boston, Lowell, and Dartmouth. To be eligible for the resident tuition rate, the applicant must be able to indicate residency (physical presence) and twelve months domicile in Massachusetts with intent to stay prior to the date of entry into the state college or university (six months for community colleges).

## **Financial Aid for Students**

### **Office of Student Financial Assistance**

Department of Higher Education  
454 Broadway, Suite 200  
Revere, MA 02151  
Tel: 617-391-6070  
[www.osfa.mass.edu](http://www.osfa.mass.edu)

The Office of Student Financial Assistance (OSFA) is primarily responsible for the management and oversight of all state funded financial aid programs and advises the Board of Higher Education about financial aid policy

matters of concern to the Commonwealth of Massachusetts. In addition to its financial aid responsibilities, OSFA is the principal agency for promoting access to higher education through early awareness initiatives that foster the recognition of college as a viable postsecondary option and the availability of financial aid resources to help students and families meet college costs.

### **American Student Assistance**

100 Cambridge Street  
Suite 1600  
Boston, MA 02114  
Toll Free: 1-800-999-9080  
[www.asa.org/](http://www.asa.org/)

Since 1956 American Student Assistance (ASA) has been helping students to successfully fulfill a program of higher education, originally by making guaranteed student loans possible and more recently by helping students complete a program of higher education financing and repayment. ASA is a private nonprofit whose public purpose mission is to empower students and alumni to successfully manage and repay their college loan debt.

### **Massachusetts Educational Financing Authority (MEFA)**

160 Federal Street, 4th Floor  
Boston, MA 02110  
General Information 1-800-449-MEFA (6332)  
[www.mefa.org/](http://www.mefa.org/)

The Massachusetts Educational Financing Authority (MEFA) is a not-for-profit quasi-public entity serving students and families in Massachusetts and out-of-state students and families pursuing higher education in Massachusetts. MEFA's mission is to increase access and college affordability across the Commonwealth through low-cost financing alternatives, college savings programs and educational financing expertise on planning, saving and paying for higher education.

### **Student Opportunities**

#### **United Way of Massachusetts Bay and Merrimack Valley**

Voluntary Solutions  
51 Sleeper Street  
Boston, MA 02210  
Tel: 617-624-8000  
<https://unitedwaymassbay.org>

Volunteer Solutions in Boston maintains a list of a great variety of volunteer jobs. The website has contact information with many public and non-profit agencies.

#### **City Year Boston**

287 Columbus Avenue  
Boston, MA 02116  
Tel: 617-927-2500  
Fax: 617-927-2560  
[www.cityyear.org/boston](http://www.cityyear.org/boston)

City Year, an AmeriCorps program, is a national service organization which unites young adults, ages 17 to 23, from diverse racial, cultural and socioeconomic backgrounds for a demanding year of full-time community service, leadership development, and civic engagement. The corps includes college graduates, high school graduates, and young people without high school diplomas. City Year's comprehensive educational program includes required GED classes for corps members who have not graduated from high school, college and career counseling, and overnight training retreats. Upon graduation Corps members are eligible for exclusive scholarships to dozens of colleges and universities, future service opportunities, access to

online career resource center, and networking opportunities with more than 15,000 alumni. City Year is an innovative and multifaceted service organization which seeks to address unmet community needs, break down barriers of class and race, inspire citizens to civic action, and strengthen the bonds of community. By tapping the energy and commitment of young people, City Year is “putting idealism to work.”

### **Department of Career Services**

Executive Office of Labor and Workforce Development  
19 Staniford Street  
Boston, MA 02114  
Tel: 617-626-5300  
[www.mass.gov/orgs/departments-of-career-services](http://www.mass.gov/orgs/departments-of-career-services)

The Department of Career Services maintains job-matching centers for general employment across the state. Although the division is mainly oriented toward providing permanent employment, there are limited opportunities for temporary and/or part-time work.

### **Teacher Certification and Licensing**

#### **Department of Education**

75 Pleasant Street  
Malden, MA 02148  
Tel: 781-338-6600  
[www.doe.mass.edu/licensure](http://www.doe.mass.edu/licensure)

Teachers and other professional education personnel must be certified by the Department of Education.

### ***Employment***

#### **Employment Opportunities**

Employment opportunities are found in a wide range of manufacturing and commercial enterprises in such diverse fields as computer science, technological research, textile, and tourist industries. One of the best places to get information on the jobs and housing available in Massachusetts is the classified section of a local newspaper. For the greater Boston area, the most complete classifieds are available in the Sunday editions of The Boston Globe or The Boston Herald.

#### **The Boston Globe**

53 State Street  
Boston, MA 02109  
Tel: 617-929-2000  
[www.boston.com/globe/](http://www.boston.com/globe/)

#### **The Boston Herald**

70 Fargo Street  
Boston, MA 02110  
Tel: 617-426-3000  
[www.bostonherald.com](http://www.bostonherald.com)

### **Minimum Wage and Sick Time Requirements**

#### **Fair Labor Division**

Office of the Attorney General  
100 Cambridge Street, 12th Floor  
Boston, MA  
Mailing Address: One Ashburton Place, Room 1813  
Boston, MA 02108  
Tel: 617-727-3465

[www.mass.gov/orgs/office-of-attorney-general-maura-healey](http://www.mass.gov/orgs/office-of-attorney-general-maura-healey)

As of January 1, 2019 the minimum wage is \$12.00 per hour. Wait staff (tipped/wages, service employees and service bartenders) may be paid the service rate of \$4.35 per hour if they regularly receive tips of more than \$20 a month, and if their average hourly tips, when added to the service rate, are equal to or exceed the basic minimum wage. M.G.L. Chapter 151, section 7. Employers may allow a tip credit of 40% on the minimum state wage for those employees who earn at least \$30.00 a month in tips. Questions related to sick time eligibility and whether or not it is to be paid or unpaid as well as holiday pay questions may be directed to the Fair Labor Division.

## **Gun Laws**

### **Massachusetts Executive Office of Public Safety and Security**

Department of Criminal Justice Information Services

Executive Office of Public Safety

200 Arlington Street, Suite 2200

Chelsea, MA 02150

Tel: 617-660-4600

[www.mass.gov/orgs/department-of-criminal-justice-information-services](http://www.mass.gov/orgs/department-of-criminal-justice-information-services)

In 1998 under the Gun Control Act (M.G.L. c. 140, s. 131), Massachusetts enacted one of the toughest gun control laws in the country. This law has significantly changed the requirements regarding the purchase, possession, carrying, storage, and licensing of firearms. The summary below highlights a few of the key points. However, it in no way sets forth all of the obligations and rights of individuals with regard to firearms laws. Local police departments have the authority to issue gun permits. Such permits include licenses to carry (L.T.C.) and firearm identification cards (F.I.D.). There are two types of licenses to carry. A Class A license to carry allows an individual to purchase, possess and carry large-capacity handguns, rifles, shotguns and feeding devices. It is the only permit that authorizes a holder to carry a concealed and loaded firearm. A Class B license to carry permits a holder to purchase, possess, and carry non-large capacity handguns and large-capacity rifles and shotguns. As a result of the Gun Control Act of 1998, any F.I.D. card issued prior to 10/21/98 expired on 6/30/2000. There are two types of firearm identification cards. Unrestricted firearm identification cards allow for the possession of non-large capacity rifles and shotguns. The restricted version of the card is available solely for the possession of chemical sprays such as mace or pepper spray. Massachusetts gun laws require that all firearms, rifles, and shotguns be stored in a secured, locked container or equipped with a tamper resistant mechanical lock or other safety devices properly engaged as to render the weapon inoperable by unlawful users. Moreover, every firearm and large capacity weapon sold in the Commonwealth must be equipped with a safety device (trigger lock) designed to prevent its discharge by an unauthorized user. New residents have 60 days to obtain proper licenses. Non-residents may obtain temporary licenses to carry through the Firearms Record Bureau in order to possess and transport firearms through the Commonwealth. All non-residents must comply with all Massachusetts laws regarding transportation and storage while in the Commonwealth. No one may possess, transport or store any type of gun in a building or on the grounds of any school without prior authorization by the board in charge of the school. Chapter 150 of the Acts of 2004 converted the ban on certain assault weapons, extended the term of FID cards and LTC (License to Carry) from 4 to 6 years (applicable to licenses issued on or after Sept. 14, 2004), added a provision for a 90-day grace period following the expiration of a license, and exempted the LTC renewal fee for active law enforcement officers.

## **Health**

### **AIDS**

#### **Massachusetts Department of Public Health**

Office of HIV/AIDS

250 Washington Street, 3rd Floor

Boston, MA 02108

Tel: 617-624-5303

TTY: 617-624-6001  
Statewide AIDS Hotline: 1-800-235-2331  
Centers for Disease Control: 1-800-232-4636 (cdc-info)  
[www.mass.gov/hiv](http://www.mass.gov/hiv)

For information on sites in Massachusetts and scheduling for the anonymous alternative blood testing program for HTLV-III Antibody.

### **Communicable and Venereal Disease/STD**

#### **Division of Sexually Transmitted Disease Prevention**

Department of Public Health  
305 South Street  
Jamaica Plain, MA 02130  
Tel: 617-983-6550  
[www.mass.gov/orgs/department-of-public-health](http://www.mass.gov/orgs/department-of-public-health)

The Division of Sexually Transmitted Disease Prevention works with state venereal disease clinics in the outpatient departments of general hospitals to provide diagnosis, laboratory work, and treatment of venereal diseases. The basic services of the clinics are free of charge. For referral to these clinics, students may contact their college infirmary, private hospitals in their area, or regional offices of the Department of Public Health.

### **Dentists**

#### **Massachusetts Dental Society**

Two Willow Street, Suite 200  
Southborough, MA 01745  
Toll Free: 1-800-342-8747  
[www.massdental.org/](http://www.massdental.org/)

To locate a dentist in your area, contact the office above.

### **Doctors**

#### **Massachusetts Medical Society**

Waltham Woods Corporate Center  
860 Winter Street  
Waltham, MA 02451-1411  
Tel: 781-893-4610  
Toll-free: 1-800-322-2303 x7311  
[www.massmed.org](http://www.massmed.org)

To locate a dentist in your area, contact the office above. You can also call local hospitals and ask for a list of physicians. To locate a specialist, call any teaching hospital (in Boston, Massachusetts General Hospital, Beth Israel Deaconess Medical Center, Brigham and Women's Hospital, and Tufts-New England Medical Center) and ask for the appropriate department for references. To check the background, disciplinary history of a physician, or licensing/credentialing/complaint info, contact:

#### **Board of Registration in Medicine**

Department of Public Health  
200 Harvard Mill Square, Suite 330  
Wakefield, MA 01880  
Tel: 781-876-8200  
Toll Free: 1-800-377-0550  
Physician Profiles: 617-654-9830  
[www.mass.gov/org/board-of-registration-in-medicine](http://www.mass.gov/org/board-of-registration-in-medicine)  
Email: [ma.profiles@state.ma.us](mailto:ma.profiles@state.ma.us)

## **Drug Rehabilitation**

### **Department of Public Health**

Bureau of Substance Abuse Services

250 Washington Street

Boston, MA 02108-4609

Tel: 617-624-5111

Toll Free: 1-800-327-5050

TTY Toll Free: 1-888-448-8321

Fax: 617-624-5185

[www.mass.gov/orgs/bureau-of-substance-addiction-services](http://www.mass.gov/orgs/bureau-of-substance-addiction-services)

The Bureau of Substance Abuse Services provides a comprehensive program for drug abuse treatment and prevention. The office also encourages statewide, regional, and local programs for the prevention and treatment of drug dependency through cooperation of interested public agencies and private organizations.

## **Mental Health**

### **Department of Mental Health**

25 Staniford Street

Boston, MA 02114-2575

Tel: 617-626-8000

Toll Free: 1-800-221-0053 (within Mass. only)

TTY: 617-727-9842

[www.mass.gov/orgs/massachusetts-department-of-mental-health](http://www.mass.gov/orgs/massachusetts-department-of-mental-health)

The Department of Mental Health is responsible for coordinating and providing services for the mentally ill and for citizens in need of help in coping with problems. The range of mental health care services includes outpatient counseling services, crisis intervention, inpatient care at state hospitals, residential programs, day treatment, and after care services, and social rehabilitation clubs. Services are organized on an area basis. Contact the Department of Mental Health for a referral to the appropriate area office.

## **Poison Prevention**

### **Regional Center for Poison Control and Prevention**

MAILSTOP 3025

300 Longwood Avenue

Boston, MA 02115

Toll Free: Emergency: 1-800-222-1222

Toll Free: Emergency TTY/TDD: 1-888-244-5313

[www.maripoisoncenter.com](http://www.maripoisoncenter.com)

The Poison Prevention Program is administered by the Injury Prevention and Control Program in partnership with the Regional Center for Poison Prevention and Control. The mission of the Regional Center for Poison Control and Prevention is to provide assistance and expertise in the medical diagnosis, management and prevention of poisonings in Massachusetts and Rhode Island. The Center is located at Children's Hospital, Boston, MA and operates a toll-free, 24-hour phone line for poisoning emergencies and information.

## **Suicide Prevention**

### **The Samaritans of Greater Boston**

41 West Street

Boston, MA 02111

Tel: 617-536-2460

Statewide Helpline Toll Free: 1-877-870-4673 (HOPE)

<https://samaritanshope.org/>

The Samaritans is an international suicide prevention organization whose trained volunteers provide telephone befriending 24 hours a day for people who are suicidal, lonely, or depressed. Certain centers are also open for personal visits seven days a week from 9:00 am to 10:00 pm. This service is both free and confidential. It is not affiliated with any religious organization.

## Holidays

In Massachusetts certain holidays are subject to laws which restrict the type of work that may be performed as well as the kind of business and commercial activities that may remain open. Only those holidays marked with asterisks (\*) have certain restrictions. On holidays listed without asterisks, business and commercial activities may operate as usual. Please Note: Only retail establishments may open during the holidays of Memorial Day, Independence Day, and Labor Day. Retail establishments which operate on New Year's Day, Columbus Day after 12:00 noon, or on November 11 after 1:00 pm are required to pay their employees time and one-half. Retail establishments which operate on Memorial Day, Independence Day, or Labor Day are required to pay time and one-half if at least eight employees are on the payroll in the week prior to the holiday. For questions on holidays, contact Citizen Information Service

### Massachusetts Holidays

The chart below lists all legal holidays observed in Massachusetts. State, county, and municipal offices are closed on all of these days. Federal offices are only closed on holidays which the federal government recognizes (New Year's Day, Martin Luther King's Birthday, George Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, and Christmas). The term "federal holiday" is not applicable to individual states and the private sector since each state has jurisdiction over its holidays.

New Year's Day	January 1st
Martin Luther King Jr. Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Patriot's Day	Third Monday in April
Memorial Day**(1A)	Last Monday in May
Juneteenth Independence Day	June 19th
Independence Day	July 4th**
Labor Day**	First Monday in September
Columbus Day*(2)	Second Monday in October (Restrictions until 12 noon)
Veterans' Day*(2)	November 11th* (Restrictions until 1pm)
Thanksgiving Day*(1)	Customarily the fourth Thursday in November
Christmas Day*(1)	December 25th

\* - Full restrictions apply for ALL commerce

\*\* - Restrictions apply except to retail

(1) Liquor Stores must be closed for Thanksgiving and Christmas Days.

(1A) Liquor stores may not open prior to 12:00 noon Memorial Day.

(2) Many companies operate all day on these holidays, pending obtaining a local permit.

(3) All holidays falling on Sunday must be observed on Monday, under state law. Saturday holidays are



observed on Saturday.

### **Wages Paid on Holidays**

#### **Fair Labor Division**

Office of the Attorney General

100 Cambridge Street

Boston

Mailing Address: One Ashburton Place, Room 1813

Boston, MA 02108

Tel: 617-727-3465

TTY: 617-727-4765

[www.mass.gov/orgs/office-of-attorney-general-maura-healey](http://www.mass.gov/orgs/office-of-attorney-general-maura-healey)

### **Housing**

#### **Housing Opportunities**

##### **Department of Housing and Community Development (DHCD)**

Executive Office of Housing and Economic Development

100 Cambridge Street, Suite 300

Boston, MA 02114

Tel: 617-573-1100

[www.mass.gov/orgs/housing-and-community-development](http://www.mass.gov/orgs/housing-and-community-development)

Massachusetts' 351 communities offer housing in a variety of geographical settings. Cost and availability vary according to location. The Department of Housing and Community Development oversees state programs relating to the concerns of the Commonwealth's cities and towns addressing their municipal management and community development agendas. It has direct management responsibility for over 70 different housing and community development programs.

##### **Citizen's Housing and Planning Association**

18 Tremont Street, Suite 401,

Boston, MA 02108

Tel: 617-742-0820

Fax: 617-742-3953

[www.massaccesshousingregistry.org/](http://www.massaccesshousingregistry.org/)

The MassAccess Housing Registry helps people to find affordable housing in Massachusetts. A key feature of the Registry is to highlight homes for people with disabilities who need accessible or barrier-free housing.

##### **The Boston Globe**

53 State Street

Boston, MA 02109

Tel: 617-929-2000

[www.boston.com/globe/](http://www.boston.com/globe/)

##### **The Boston Herald**

70 Fargo Street

Boston, MA 02110

Tel: 617-426-3000

[www.bostonherald.com](http://www.bostonherald.com)

For the greater Boston area, the most complete listings of apartment rentals or houses for sale are available in

The Boston Globe, or The Boston Herald, or contact a local licensed real estate agent.

## **Landlord/Tenant**

### **Office of Consumer Affairs and Business Regulation**

10 Park Plaza, Suite 5170

Boston, MA 02116

Tel: 617-973-8787

Toll Free: 1-888-283-3757 (within Massachusetts only)

[www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation](http://www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation)

The Office of Consumer Affairs can assist landlords and tenants with the rules and responsibilities of the involved parties.

## **Sanitary Code**

The Massachusetts Department of Public Health establishes regulations detailing the standards which must be maintained by landlords and tenants. The Sanitary Code standards, entitled Minimum Standards of Fitness for Human Habitation, apply to every dwelling unit or rooming house unit in Massachusetts which is used for living, sleeping, cooking and eating. For information about these regulations, call your local board of health which has the primary responsibility for their enforcement. You can also obtain from Citizen Information Service a pamphlet entitled Safe and Sanitary Housing for Massachusetts Residents which highlights these regulations.

## **Security Deposit / Last Month's Rent**

When requesting a security deposit (which cannot exceed one month's rent), a landlord is required to give the tenant a receipt and statement of condition which must contain a comprehensive list of any damage existing in the premises. The deposit, upon which is based the going interest rate up to 5%, must be paid at the end of each full year of tenancy and is to be placed in an escrow account. A landlord may also request a last month's rent. The landlord is required to pay the going interest rate up to 5% interest on the last month's rent at the end of each full year of tenancy or at the end of the tenancy if less than one year. Interest on the rent for the last month which is used as a rental payment is not required. The last month's rent does not have to be put into an escrow account. The Office of Consumer Affairs and Business Regulation publishes two helpful brochures: Tenant Rights and Responsibilities, and Landlord Rights and Responsibilities, questions relating to tenant and landlord issues may be directed to them.

## **Identification Cards**

### **Registry of Motor Vehicles**

Massachusetts Department of Transportation RMV-Division

25 Newport Avenue

Quincy, MA

Mailing Address: P.O. Box 55889

Boston, MA 02205-5889

Tel: 857-368-8000 (for those in area codes: 617, 339, 781, 857, or out of state)

Toll Free: 1-800-858-3926 (for those in area codes: 508, 774, 978, 351, 413)

Toll Free TTY: 1-877-768-8833 (RMV-TTDD)

[www.massrmv.com/](http://www.massrmv.com/)

If you are 14 years of age or older, a Massachusetts resident and do not have a valid motor vehicle license, you may apply to a branch office of the Registry of Motor Vehicles for a photo identification card. To apply for the card if you are under 18 years of age, you must have three documents to ascertain your identity, one document providing date of birth, parental consent on the class D, M or D/M license and ID card application, and social security number (SSN) that the RMV can verify with the U.S. Social Security Administration (SSA) as having been issued to you OR an acceptable Denial Notice from the SSA. If you are over 18 years of age or

older you must also have documents proving signature and Massachusetts residency. Home mortgage papers, a pistol permit, a high school yearbook with a person's picture or a W-2 yearly income tax form are other types of documents which are acceptable. The cost is \$25.00 and the ID expires every 5 years. If the I.D. is lost, a replacement also costs \$25.00. An amended I.D. card also costs \$25.00. Contact information to the RMV follows the next entry.

### **State Liquor Purchase Identification card for non-drivers**

If you are 21 years of age or older and you do not have a Massachusetts driver's license, you may apply for a liquor purchase identification card. Application is made in person to any office of the Registry of Motor Vehicles. The cost is \$25.00 and renewal is necessary. The ID is valid for 5 years.

If the card is lost, the entire application procedure must be completed again and a new fee paid of \$25.00. The following documents must be presented with the application:

a driver's license or permit if one has been issued, and

- a social security number (SSN) that the RMV can verify with the U.S. Social Security Administration (SSA) as having been issued OR an acceptable Denial Notice from the SSA. If you present a Denial Notice, you must also present proof of acceptable visa status, and I-94 (Record of Arrival and Departure), and a current non-U.S. passport.
- a birth certificate or certificate of naturalization, and
- one of the following (or two, if there is no driver's license):  
a school or college record with the signature of the dean attesting to the date of the applicant's birth and with applicant's signature; passport; armed services discharge papers; college I.D. card with picture and signature; employment I.D. card with picture and signature; baptismal record (not preferred but acceptable); U.S. immigration record (not preferred but acceptable).

No photocopies of any record are acceptable. Records and documents of the following type will not be accepted to establish your age: draft cards, charge cards, health insurance cards, vehicle registration, welfare cards. An amended liquor I.D. card costs \$25.00. For either State ID or Liquor Purchase ID cards contact the following office:

### ***Individuals with Disabilities***

#### **Massachusetts Office on Disability**

Executive Office for Administration and Finance

One Ashburton Place, Room 1305

Boston, MA 02108

Tel: 617-727-7440

V/TTY Toll Free: 1-800-322-2020 (within Mass. only)

[www.mass.gov/massachusetts-office-on-disability](http://www.mass.gov/massachusetts-office-on-disability)

The Massachusetts Office on Disability provides information and referral to handicapped individuals seeking the services of governmental and private organizations whose function is to meet the special needs of the handicapped.

#### **Massachusetts Rehabilitation Commission**

600 Washington Street

Boston, MA 02111

Tel: 617-204-3600

Ombudsman: 617-204-3603

TTY Toll Free: 1-800-245-6543

[www.mass.gov/orgs/massachusetts-rehabilitation-commission](http://www.mass.gov/orgs/massachusetts-rehabilitation-commission)

The Massachusetts Rehabilitation Commission provides people who have disabilities with information in a variety of areas: career and educational opportunities, accessibility, financial aid, legal assistance, coping skills as well as social, recreational and travel resources.

## **Licenses and Permits**

### **Boat and Recreation Vehicle Registration and Titling Bureau Massachusetts Environmental Police**

251 Causeway Street, Suite 101

Boston, MA 02114

Tel: 617-626-1610

[www.mass.gov/orgs/massachusetts-environmental-police](http://www.mass.gov/orgs/massachusetts-environmental-police)

State law requires the registration of all boats that are powered by a motor and operated on public waterways and any ATV or snowmobile in accordance with the provisions of the law (M.G.L. Ch.90B). Registration must be with the Division of Law Enforcement. This can be done either at one of the regional offices or in the Boston office.

### **Fishing/Hunting**

#### **MassWildlife**

Massachusetts Division of Fisheries & Wildlife

1 Rabbit Hill Road

Westborough, MA 01581

Tel: 508-389-6300

[www.mass.gov/orgs/division-of-fisheries-and-wildlife](http://www.mass.gov/orgs/division-of-fisheries-and-wildlife)

Email: [mass.wildlife@state.ma.us](mailto:mass.wildlife@state.ma.us)

#### **Department of Fish & Game**

251 Causeway Street, 1st floor

Boston, MA 02114

Tel: 617-626-1590

[www.mass.gov/orgs/department-of-fish-and-game](http://www.mass.gov/orgs/department-of-fish-and-game)

Licenses to hunt and fish in fresh water (inland waters) are required of anyone 15 years and over. Anyone under 15 can fish without a license required that the young person must follow all other freshwater fishing laws. Trapping licenses are required for anyone 12 years old and over. Persons between the ages of 12-14 may hunt only when accompanied by a licensed hunter 18 years or older provided that a single bag limit is shared and single firearm/bow is shared between the two people. Only one minor per adult is permitted. All other hunting laws and regulations must be followed. Licenses are issued at various walk-in locations as well as online. For more information contact the Division of Fisheries & Wildlife or Department of Fish & Game:

### **Marriage**

All persons who wish to be married in Massachusetts must have a marriage license issued within the Commonwealth of Massachusetts: (M.G.L. ch. 207, s. 28). You may apply for a marriage license from any Massachusetts city or town Clerk. The license does not have to be from the community in which you live or where the event takes place so long as the marriage is performed in Massachusetts.

- Both parties must apply in person and at the same time to any Massachusetts city or town Clerk's office. Some city and town Clerks require a birth certificate, not a copy of one. Calling ahead is recommended.
- Applicants must be 18 years of age; the Clerk may request a birth certificate. A court waver would permit underage marriage.
- There is a mandatory three-day waiting period before the license may be issued, while Saturdays and

holidays are usually included in the three days, the day of application is often not, be sure to check with the Clerk. A court waver can dispute the waiting period. The license, once issued is valid for 60 days.

- As of January 2, 2005, medical certificates are no longer required.
- If you wish to have an out-of-state clergy person solemnize your wedding in Massachusetts they need to acquire, fill out, and return a form called Certificate of Authorization. Application for an out-of-state clergy person can be downloaded through the 'Commission' Section's website: [www.sec.state.ma.us/pre](http://www.sec.state.ma.us/pre) Applications should not be sent more than six (6) weeks in advance, yet prior to the wedding, (Within two weeks preferred) to the Division of Public Records.
- **Public Records Division Commissions Section**  
One Ashburton Place, Room 1719  
Boston, MA 02108  
Tel: 617-727-2836  
Hours: M-F 8:45-5, closed most holidays If you wish to have a layperson (family member or friend) solemnize your wedding they must obtain a special one-day appointment from the Governors' office. The online application is available at: [www.sec.state.ma.us/OneDayWeb/External/Welcome.aspx](http://www.sec.state.ma.us/OneDayWeb/External/Welcome.aspx).

## **Motor Vehicles, Licensing and Registration**

### **Registry of Motor Vehicles (RMV)**

Massachusetts Department of Transportation RMV-Division

25 Newport Avenue

Quincy, MA

Mailing Address: P.O. Box 55889

Boston, MA 02205-5889

Tel: 857-368-8000 (for those in area codes: 617, 339, 781, 857, or out of state)

Ombudsman Office: 857-368-9455

Toll Free: 1-800-858-3926 (for those in area codes: 508, 774, 978, 351, 413)

Toll Free TTY: 1-877-768-8833 (RMV-TTDD)

[www.massrmv.com](http://www.massrmv.com)

### **Licensing**

If you have a valid license to drive from any state in the U.S. or province of Canada, you are not required to take a driving test to obtain a Massachusetts license. You are, however, required to take a written examination if you have an old license that has expired. At the branch offices of the Registry of Motor Vehicles you may fill out an application form and make an appointment to take the written exam. If you pass the exam and an eye test, a photo license will be issued. Both the license conversion and the new license issued following the written exam is \$115.00. It is valid for 5 years. After this, the renewal fee is \$50.00. For more information including licensing of motorcycles or other vehicles, RMV listed above.

### **Registration**

Massachusetts residents are required to register their cars. You may do so at any branch office of the Registry of Motor Vehicles. Proof of ownership must be presented in the form of the title to your car. If you come from a state which does not require titles, a bill of sale or a past registration will be accepted. Prior to registering your car, you will also need insurance certification issued by a licensed Massachusetts insurance company, indicating that your car is insured in accordance with Massachusetts laws. For more detailed information go to the Division of Insurance web page: [www.mass.gov/doi](http://www.mass.gov/doi)

Registration costs \$60.00 for two years and \$60.00 to renew thereafter. Note: Costs are subject to change. An RMV fee schedule can be found at [www.massrmv.com/](http://www.massrmv.com/) .

## **Sales Tax on Automobiles**

If you move into Massachusetts within six months of purchasing a new or used car, you must pay either the full sales tax on the car or the difference between the Massachusetts sales tax and that of the state where the car was purchased. More specifically, if Massachusetts:

- has reciprocity with the state and you have proof that the sales tax was paid in that state, you have only to pay the difference between the tax rates of the two states.
- does not have reciprocity with the state where the car was purchased, then you must pay the full Massachusetts sales tax. No sales tax has to be paid if the car was purchased out of state more than six months prior to your move.

## **Inspection**

Within seven days after registering your car in Massachusetts, you must have it inspected at any gas station or automobile repair shop which has been certified by the Registry of Motor Vehicles as an official inspection station. An inspection maintenance program requires both a yearly safety and emissions level inspection of motor vehicles. Motor vehicles that are more than 15 years old, that have a maximum speed of 25 m.p.h. or less, that have a diesel engine, that have a registered weight of 8,500 pounds or more, are motorcycles, or are new vehicles being registered for the first time are exempt from the emissions part of the inspection. The Mass vehicle check for a combined safety and emissions inspection or a safety only inspection is \$35.00. For information and locations of inspection stations in Massachusetts please contact the RMV.

## **Seat Belts**

### **Child Passenger Safety Program**

Executive Office of Public Safety and Security

One Ashburton Place Room 1301

Boston, MA 02108

Tel: 617-727-7775

Toll-free: 1-877-392-5956

[www.mass.gov/car-seat-safety](http://www.mass.gov/car-seat-safety)

All passengers in vehicles must wear seat belts. Violators must pay a \$25.00 fine if a driver is stopped for a motor vehicle infraction and an officer finds that any passenger is not wearing a seat belt. Under the combined safety and emissions inspection regulations, safety belts are required for motor vehicles where such safety belts were installed as original equipment. In addition, each passenger over 16 years of age not properly fastened in will be fined individually. Children five years of age or under must be protected with an approved child passenger restraint such as an infant, toddler, convertible, or booster seat until they reach 80 lbs. Under the Child Passenger Safety Law, M.G.L. ch. 90, s. 7AA, passengers who are under age eight years old must be fastened and secured by a child passenger restraint, (child or booster seat as appropriate) unless such passenger measures more than 57 inches in height. The child passenger restraint shall be properly fastened and secured according to manufacturer's instruction. Unless required to be secured by a child passenger restraint device such as a child or booster seat, all children less than 13 years of age shall wear a seat belt adjusted and fastened according to manufacturer's instructions. Child passenger restraint devices are specifically designed seating system which meets the US Department of Transportation Federal Motor Vehicle Safety. For inspections of car seats please contact the toll free number listed above.

## **Professions and Trades**

### **Division of Professional Licensure**

#### **Office of Consumer Affairs & Business Regulation (OCABR)**

1000 Washington Street, Suite 710

Boston, MA 02118-6100

Tel: 617-727-3074

[www.mass.gov/orgs/division-of-professional-licensure](http://www.mass.gov/orgs/division-of-professional-licensure)

Licenses are required for certain professions and trades in Massachusetts. State licenses are issued within Office of Consumer Affairs and Business Regulation by the following Boards of Registration:

Allied Health Professions (Athletic Trainers, Occupational Therapists, Occupational Therapist Assistant, Physical Therapists, Physical Therapist Assistant, Physical Therapy Facility)

Allied Mental Health and Human Service Professionals (Mental Health Counselor, Marriage and Family Therapists, Rehabilitation Counselors, Educational Psychologist)

- Architects
- Barbers
- Chiropractors
- Cosmetologists (Aestheticians, Beauticians, Hairdresser, Manicurist)
- Dieticians and Nutritionists
- Dispensing Opticians
- Drinking Water Supply Facility Operators
- Electricians (Firewarning, Alarm and other Power-Limited Systems Technicians and contractors)
- Electrologist
- Embalming and Funeral Directing
- Engineers (Professional) and Land Surveyors
- Health Officers (Certified)
- Hearing Instrument Specialists
- Home Inspectors
- Landscape Architects
- Massage Therapist
- Optometry
- Plumbers and Gasfitters
- Podiatry
- Psychologists
- Public Accountancy
- Radio and Television Technicians
- Real Estate Appraisers
- Real Estate Brokers & Salespeople

**Continues on the next page**

- Sanitarians
- Sheet Metal Workers
- Social Workers
- Speech-Language Pathology and Audiology
- Veterinary Medicine

## **Public Transportation**

### **Airports**

#### **Logan International Airport**

Massachusetts Port Authority  
 One Harborside Drive, Suite 2005  
 Boston, MA 02128-2905  
 Tel: 617-561-1800  
 Toll Free: 1-800-235- 6426 (23-LOGAN) or the individual airline.  
[www.massport.com/logan-airport/](http://www.massport.com/logan-airport/)

(General Edward Lawrence) Logan International Airport is the largest passenger and air cargo terminal in New England. For a listing of all airlines and terminals, contact: [www.massport.com/logan-airport/flights/airlines](http://www.massport.com/logan-airport/flights/airlines)

#### **MassDOT Aeronautics Division**

Logan Office Center  
 One Harborside Drive, Suite 205N  
 Boston, MA 02128-2909  
 Tel: 617-412-3680  
[www.massdot.state.ma.us/Aeronautics](http://www.massdot.state.ma.us/Aeronautics)

For a listing of all airports in Massachusetts.

#### **Amtrak Trains**

Tel: 617-345-7460 or 1-800-872-7245 (USA-RAIL)  
[www.amtrak.com/home.html](http://www.amtrak.com/home.html)

Amtrak, a nationwide passenger railroad, offers direct service from Boston to New York, Philadelphia, Chicago, Washington D.C., and other points along the eastern corridor.

### **Bus, Subway and Trolley MBTA**

#### **Massachusetts Bay Transportation Authority (MBTA)**

10 Park Plaza, Suite 3910  
 Boston, MA 02116-3975  
 Main Switchboard: 617-222-5000  
 Toll Free: 1-800-392-6100  
 Lost and Found: (for referral to exact line) 617-222-5000  
 MBTA Police 617-222-1212  
 Route Maps and Schedules: 617-222-3200  
 Semester Pass Program: 617-222-2556  
 Complaints or commendations: Toll Free: 1-800-392-6100  
[www.mbta.com/](http://www.mbta.com/)

The Massachusetts Bay Transportation Authority (MBTA) operates bus, subway and trolley lines, in Boston and surrounding communities. Unlimited, flexible travel passes offer additional savings to Greater Boston



commuters. To obtain a pass, visit the CharlieCard Store located at the Downtown Crossing Concourse, 7 Chauncy Street, Boston MA 02111. There you will be able to obtain and add value to CharlieCards, CharlieTickets, and all other passes. You can also get your CharlieCard or CharlieTicket from MBTA service agents, station vending machines (tickets only), online at [mbta.com](http://mbta.com), and at licensed retail locations throughout the greater Boston area.

### **Commuter Rail Trains**

#### **Massachusetts Bay Transportation Authority (MBTA)**

10 Park Plaza, Suite 3910  
Boston, MA 02116-3975  
Tel: 617-222-3200  
[www.mbta.com/](http://www.mbta.com/)

Keolis Commuter Services, LLC has been awarded the MBTA contract to run the commuter rail service in Massachusetts. North Shore Commuter Services leaves Boston at North Station and services communities as far as Rockport, Haverhill, Lowell, Ipswich, and Fitchburg. South Shore Commuter Services leaves Boston at South Station and services communities as far as Worcester, Franklin, Stoughton, and Providence, RI.

### **Highways**

#### **Massachusetts Department of Transportation (MassDOT)**

Highway Division  
10 Park Plaza, Suite 4160  
Boston, MA 02116  
Tel: 857-368-4636  
TTY: 857-368-0655  
Traffic Information on a cellphone: 511  
Traffic Information via landline for Metro-Boston area: 617-986-5511  
Traffic Information via landline for Central Mass area: 508-499-5511  
Traffic Information via landline for Western Mass area: 413-754-5511  
[www.massdot.state.ma.us/highway/Main.aspx](http://www.massdot.state.ma.us/highway/Main.aspx)

The Massachusetts Department of Transportation's Highway Division includes the roadways, bridges, and tunnels of the former Massachusetts Highway Department and Massachusetts Turnpike Authority. The division oversees the Thomas P. "Tip" O'Neill, Jr., Ted Williams, Lieutenant William F. Callahan, William H. Sumner tunnels as well as the Leonard P. Zakim Bunker Hill and Maurice J. Tobin bridges. The Division also includes many bridges and parkways previously under the authority of the Department of Conservation and Recreation. The Highway Division is responsible for the design, construction and maintenance of the Commonwealth's state highways and bridges. The Division is responsible for overseeing traffic safety and engineering activities including the Highway Operations Control Center to ensure safe road and travel conditions. Massachusetts Highway maps are available from this office.

### **Private Bus Companies**

Massachusetts is served by many private bus companies which operate in our larger communities and may be served by smaller bus companies in our smaller communities. Check your local telephone listings or internet for fare and schedule information.

### **Recreational Information**

#### **Performing Arts**

Bostix, in Quincy Market and Copley Square, Boston, sells tickets for museums, performing arts groups, and other tourist attractions at full price. In addition, you can purchase half-price tickets for day-of-performance, nonprofit, and commercial events, subject to availability.

**Arts Boston**

31 St. James Avenue, Suite 360  
Boston, MA 02116  
Tel: 617-262-8632  
<https://calendar.artsboston.org/>

**Sports****Boston Athletic Association**

185 Dartmouth Street, 6th Floor  
Boston, MA 02116  
Tel: 617-236-1652  
[www.baa.org](http://www.baa.org)

**Boston Bruins**

TD Garden  
100 Legends Way  
Boston, MA 02114  
Tel: 617-624-1900  
[www.bostonbruins.com](http://www.bostonbruins.com)

**Boston Celtics**

TD Garden  
100 Legends Way  
Boston, MA 02114  
Toll Free: 1-866-4 CELTIX (423-5849)  
[www.nba.com/celtics](http://www.nba.com/celtics)

**Boston Red Sox**

Fenway Park  
4 Yawkey Way  
Boston, MA 02215  
Toll Free: 1-877-REDSOX-9 (733-7699)  
[www.mlb.com/redsox](http://www.mlb.com/redsox)

**New England Patriots**

Gillette Stadium  
1 Patriot Place  
Foxborough, MA 02035  
Toll Free: 1-800-543-1776  
[www.patriots.com](http://www.patriots.com)

**New England Revolution**

Gillette Stadium  
1 Patriot Place  
Foxborough, MA 02035  
Toll Free: 1-877 GET-REVS (438-7387)  
[www.revolutionsoccer.net](http://www.revolutionsoccer.net)

## **Massachusetts State Parks**

### **Department of Conservation and Recreation**

251 Causeway Street, Suite 600

Boston, MA 02114

Tel: 617-626-1250

Toll Free Campground Reservations/Information: 1-877-ICAMPMA (422-6762)

[www.mass.gov/visit-massachusetts-state-parks](http://www.mass.gov/visit-massachusetts-state-parks)

MassParks maintains the state's beaches, pools, skating rinks, golf courses, fishing areas, boating facilities, bicycle paths, tennis courts, zoos, athletic fields, and historic monuments.

## **Tourism**

### **Massachusetts Office of Travel and Tourism (MOTT)**

Department of Business Development

136 Blackstone Street, 5th Floor

Boston, MA 02109

Tel: 617-973-8500

Toll Free: 1-800-227-MASS (6277) (U.S. and Canada)

[www.massvacation.com/](http://www.massvacation.com/)

The Massachusetts Office of Travel and Tourism disseminates information on tourist areas in the state. Specific brochures listing ski areas, agricultural fairs, and coming events in Massachusetts are also available. For more information, contact:

## **Tax Structure**

### **Automobile Excise Tax**

An annual tax is levied by the state but collected at the local level. The rate is \$25.00 per thousand dollars of the car's value, as determined by the manufacturer's list price (without options) in the year of manufacture. The tax is figured according to the percentage of the list price. The percentages are as follows:

Year preceding the designated year of manufacture: 50%

Year of designated manufacture: 90%

Second year: 60%

Third year: 40%

Fourth year: 25%

Fifth and subsequent years: 10%

(For more detailed information ask Citizen Information Service for the publication entitled Motor Vehicle Excise Information or visit this link: [www.sec.state.ma.us/cis/cisexc/excidx.htm](http://www.sec.state.ma.us/cis/cisexc/excidx.htm).)

### **Automobile Sales Tax**

If you move into Massachusetts within six months of purchasing a new or used car, you must pay either the full sales tax on the car or the difference between the Massachusetts sales tax and that of the state where the car was purchased. More specifically, if Massachusetts:

- has reciprocity with the state and you have proof that the sales tax was paid in that state, you have only to pay the difference between the tax rates of the two states.
- does not have reciprocity with the state where the car was purchased, then you must pay the full Massachusetts sales tax. No sales tax has to be paid if the car was purchased out of state more than six months prior to your move.

## **Cigarette Tax**

Massachusetts and the U.S. Federal government implement an excise tax on tobacco products and cigarettes. The Federal tax on cigarettes is overseen by the Alcohol and Tobacco Tax and Trade Bureau. The Federal tax varies depending on the type of tobacco product. The Federal tax rate equals \$1.0066 per pack of 20 cigarettes. The Massachusetts state tax equals \$3.51 per pack of 20 cigarettes, and \$4.38 per pack of 25. The revenue from the Massachusetts cigarette excise tax provides money for existing funds, generally directed toward health programs and smoking prevention projects.

## **Gasoline Tax**

“Tax per gallon”, shall be 24 cents per gallon for automobiles and trucks. Contact the Department of Revenue for information on other types of fuel at 617-887-5070 or visit: <https://www.mass.gov/orgs/massachusetts-department-of-revenue>

## **Personal Income Tax**

### **Department of Revenue**

100 Cambridge Street

Boston, MA 02204

Tel: 617-887-6367

Toll Free: 1-800-392-6089 (within Mass. only)

[www.mass.gov/orgs/massachusetts-department-of-revenue](http://www.mass.gov/orgs/massachusetts-department-of-revenue)

### **Internal Revenue Service**

15 New Sudbury Street

Boston, MA 02203

Tel: 617-316-2850

Toll Free: 1-800-829-1040

[www.irs.gov](http://www.irs.gov)

If you live and work in Massachusetts while attending school or permanently you must file a Massachusetts income tax return if your income exceeds \$8000.00 If your anticipated income is less than \$8000.00, you may ask your employer not to withhold taxes by filing a Massachusetts Employee's Withholding Exemption Certificate (form M-4) with your employer. On the federal level, you must file a tax return if your income is in excess of \$4440.00 You can only claim exemption from withholding if last year you did not owe any federal income tax and had a right to a refund of all income tax withheld, and you do not expect this year to owe any federal income tax and expect to have a right to a refund of all income tax withheld. File a Federal Employee's Withholding Allowance Certificate (form W-4) with your employer. These figures are applicable to students who are single. Check with the Massachusetts Department of Revenue or the federal Internal Revenue Service for further information.

A 5.15 percent tax on earned income from such sources as wages and salaries, unemployment compensation; alimony; Massachusetts bank interest; rents and royalty income; taxable pensions and annuity income; IRA/Keogh distribution; profit or loss from a business or profession; winnings and prizes; unearned income such as dividends and interest (other than Massachusetts savings deposit interest); and capital gains. A declaration of estimated tax must be filed by those who expect to receive more than \$500.00 of income subject to Massachusetts taxation which is not subject to Massachusetts withholding.

## **Sales and Use Tax**

A 6.25 percent tax on the retail sale of all items unless exempted by statute is imposed. A 6.25 percent tax on tangible personal property which is used or stored in Massachusetts and upon which a sales tax has not been paid is also paid. Exemptions include food, clothing up to a value of \$175.00, fuel for heating, newspapers, ticket sales and prescription drugs. In addition, there is a sales tax on telecommunications services, utilities, and energy (including non-residential electricity, gas, steam, and heating fuel).

## **Sales Tax on Meals**

A 6.25 percent tax is imposed on restaurant and take-out meals. Generally, a food product sold as a grocery item is exempt from the sales tax on meals.

## ***Voter Registration and Elections***

### **Elections Division**

One Ashburton Place, Room 1705

Boston, MA 02108-1512

Tel: 617-727-2828

Toll Free: 1-800-462-VOTE (8683 within Mass. only)

Fax: 617-742-3238

Hours: M-F, 8:45 a.m. - 5:00 p.m.

[www.sec.state.ma.us/ele](http://www.sec.state.ma.us/ele)

Email: [elections@sec.state.ma.us](mailto:elections@sec.state.ma.us)

If you are a U.S. citizen, a Massachusetts resident, and you will be 18 years old on or before Election Day, you may register to vote at any city or town hall in person, or by mail, by contacting any city or town clerk's office. Social service, welfare, Registry of Motor Vehicle offices, and offices providing services for the disabled also have walk-in registration services available. Colleges, universities, high schools, and vocational schools have registration availability for enrolled students. Registration in Massachusetts is permanent, but you must register again if you move or change your name. For more detailed information ask the Elections Division for the publication titled: Registering and Voting in Massachusetts.

## ***Secretary of the Commonwealth Divisions***

### **Address Confidentiality Program (ACP)**

P. O. Box 9120

Chelsea MA 02150-9120

Tel: 617-727-3261

Toll Free: 1-866-SAFE-ADD (723-3133)

[www.sec.state.ma.us/acp](http://www.sec.state.ma.us/acp)

The Address Confidentiality Program (ACP) was established by Chapter 409 of the Acts of 2000. Survivors of domestic violence, sexual assault, and stalking often attempt to escape from actual or threatened violence by establishing new addresses. Too often the perpetrator of violence locates the new address. ACP provides a means by which victims may use a confidential address in order to stay safe from actual or threatened violence. In order to be certified as a program participant, the applicant must show that disclosure of his or her address threatens the safety of the applicant or the applicant's children. ACP permits program participants to use a substitute mailing address when interacting with government agencies. The substitute address is used as the program participant's legal residence, as well as work and/or school address. Consequently, government records may be disclosed to the public without identifying the victim's new location.

### **Massachusetts Archives & Commonwealth Museum**

220 Morrissey Boulevard

Boston, MA 02125

Tel: 617-727-2816

Fax: 617-288-8429

Hours: M-F, 9:00 a.m. - 5:00 p.m.

[www.sec.state.ma.us/arc](http://www.sec.state.ma.us/arc)

[www.sec.state.ma.us/mus/index.html](http://www.sec.state.ma.us/mus/index.html)

Email: [archives@sec.state.ma.us](mailto:archives@sec.state.ma.us)

The Massachusetts Archives preserves access to state government records that are of long-term value to support government operations. Those records relate to government goals, objectives, and actions, or represent documentation of the state's citizens and history. The Archives is mandated to acquire, describe, preserve,

and provide access to those records. The division's Records Management Unit works with state and local agencies to ensure that records are properly maintained. In addition, this division trains records custodians in appropriate management techniques, including the appraisal and disposition of government records. The Archives is also the repository of more than 370 years of Massachusetts history, housing such artifacts and documents as early probate and court records, genealogical, and immigration information, and other historical data. The Archives, in conjunction with the National Endowment for the Humanities, is currently preserving and indexing several thousand records from the colonial era of 1630 to 1776. The collections of the Commonwealth Museum document the history of Massachusetts from its colonial beginnings to the present day. Included among these collections are some of our nation's most important historical treasures, foundation documents of both the Commonwealth of Massachusetts and the new United States. The exhibits include the 1629 Charter of Massachusetts Bay, the 1691 Charter of the Province of Massachusetts Bay, the 1780 Constitution of the Commonwealth of Massachusetts, the Bill of Rights and the Declaration of Independence.

### **Corporations Division**

Secretary of the Commonwealth  
One Ashburton Place, Room 1717  
Boston, MA 02108-1512  
Main Number 617 727-9640  
Fax: 617 742-4538 (Not for fax-filings)  
[www.sec.state.ma.us/cor/coridx.htm](http://www.sec.state.ma.us/cor/coridx.htm)  
Email: [corpinfo@sec.state.ma.us](mailto:corpinfo@sec.state.ma.us)

The Corporations Division is responsible for filings related to all business and nonprofit corporations organized in Massachusetts and those out-of-state corporations doing business in this state. Information available includes names and addresses of corporate officers and directors, the corporate business office in Massachusetts, the amount of authorized stock, and tax information for publicly-traded corporations. The division also files documents related to limited partnerships, trusts, the uniform commercial code, and trademarks and issues certificates related to corporate status. As of 1/1/96, the division files documents related to limited liability companies and limited liability partnerships. Certified copies of available documents are subject to fees.

### **Elections Division**

One Ashburton Place, Room 1705  
Boston, MA 02108-1512  
Tel: 617-727-2828  
Toll Free: 1-800-462-VOTE (8683 within Mass. only)  
Fax: 617-742-3238  
Hours: M-F, 8:45 a.m. - 5:00 p.m.  
[www.sec.state.ma.us/ele](http://www.sec.state.ma.us/ele)  
Email: [elections@sec.state.ma.us](mailto:elections@sec.state.ma.us)

The Secretary of the Commonwealth is the state's chief election official. The Elections Division administers state elections, from the distribution and receipt of nomination papers to the printing of ballots for all federal, state and county elections in Massachusetts. In addition, the division conducts public education, outreach and voter registration campaigns, and is constitutionally required to print the Information for Voters booklet, which describes all statewide ballot questions and which is mailed to every household in the Commonwealth. The state of Massachusetts, through the Elections Division, has also been a national model in implementing the federal Americans with Disabilities Act, assuring polling place access for the disabled and elderly, and the National Voter Registration Act (Motor Voter), which established a state central voter registry and allows persons to register to vote at numerous public agencies throughout the state.

**Massachusetts Historical Commission (MHC)**

Secretary of the Commonwealth  
220 Morrissey Boulevard  
Boston, MA 02125-3314  
Tel: 617-727-8470  
Fax: 617-727-5128  
[www.sec.state.ma.us/mhc/mhcidx.htm](http://www.sec.state.ma.us/mhc/mhcidx.htm)  
Email: [mhc@sec.state.ma.us](mailto:mhc@sec.state.ma.us)

The Massachusetts Historical Commission is the agency responsible for administering historic preservation funds and programs. Established to encourage the identification and protection of our cultural heritage, the MHC works closely with local historical commissions in developing their preservation plans. Through the MHC, local commissions can propose properties for listing on the National Register of Historic Places. MHC is also the office of the State Archaeologist.

**Public Records Division**

Secretary of the Commonwealth  
One Ashburton Place, Room 1719  
Boston, MA 02108-1512  
Tel: 617-727-2832  
Fax: 617-727-5914  
[www.sec.state.ma.us/pre/preidx.htm](http://www.sec.state.ma.us/pre/preidx.htm)  
Email: [pre@sec.state.ma.us](mailto:pre@sec.state.ma.us)

**Commissions Section**

Public Records Division  
Secretary of the Commonwealth  
One Ashburton Place, Room 1719  
Boston, MA 02108-1512  
Tel: 617-727-2836  
Fax: 617-727-5914  
[www.sec.state.ma.us/pre/preidx.htm](http://www.sec.state.ma.us/pre/preidx.htm)  
Email: [comm@sec.state.ma.us](mailto:comm@sec.state.ma.us)

The Commissions Section of the Public Records Division swears in appointed state officials, notaries, and justices of the peace. (Applications to become a notary public and/or justice of the peace are obtained by sending a self-addressed stamped envelope to the Governor's Council, Room 184, State House, Boston, MA 02133. The Commissions Section also certifies the signatures of public officials, affixes Apostilles to documents going out of country, authorizes clergy to perform marriages in the Commonwealth, maintains a list of the local option statutes accepted by each municipality, and records the names of all public officials and appointed members of local, state, and regional public boards and authorities.

**Lobbyist Division**

Secretary of the Commonwealth  
One Ashburton Place, Room 1719  
Boston, MA 02108-1512  
Tel: 617-727-9122  
[www.sec.state.ma.us/lob/lobidx.htm](http://www.sec.state.ma.us/lob/lobidx.htm)  
Email: [lob@sec.state.ma.us](mailto:lob@sec.state.ma.us)

The Lobbyist Division is responsible for the oversight and enforcement of lobbyist registration and disclosure reporting. The Lobbyist Division functions to ensure that lobbyists register with this office when required, and that the registered lobbyists and clients fully disclose all information required by the Massachusetts Lobbying Law. Legislative agents, executive agents and sub-agents (lobbyists) register and file their semi-annual disclosure reports with this office. In addition, the Lobbyist Division serves as a secondary repository for FEC filings.

### **Registries of Deeds**

Secretary of the Commonwealth  
One Ashburton Place, Room 1710  
Boston, MA 02108-1512  
Tel: 617-878-3152  
[www.sec.state.ma.us/rod/rodidx.htm](http://www.sec.state.ma.us/rod/rodidx.htm)  
Email: [registry@sec.state.ma.us](mailto:registry@sec.state.ma.us)

Ownership of property is recorded at the Registry of Deeds in the county where the property is located. Chapter 48 of the Acts of 1997 initiated the process of abolishment of some county government offices and the registry of deeds in those counties has been administratively placed under the supervision of the Office of the Secretary of the Commonwealth. All other Registries are independent, though contact information for all the Registries is available by visiting the website above.

### **Securities Division**

Secretary of the Commonwealth  
One Ashburton Place, Room 1701  
Boston, MA 02108-1512  
Tel: 617-727-3548  
Toll Free: 1-800-269-5428 (within Mass. only)  
Fax: 617-248-0177  
[www.sec.state.ma.us/sct/sctidx.htm](http://www.sec.state.ma.us/sct/sctidx.htm)  
Email: [securities@sec.state.ma.us](mailto:securities@sec.state.ma.us)

The Securities Division is responsible for regulating activities of persons and companies in the securities business in accordance with the Massachusetts Uniform Securities Act. Stockbrokers and brokerage firms must be registered with the Securities Division in order to engage in business in Massachusetts. Additionally, stock offerings and other types of investments may have to comply with certain filing and disclosure requirements before being sold in this state. The division investigates citizen's complaints about the fraudulent sale of securities by stockbrokers and issuers. Division staff ensures that there is compliance with state laws and investigates complaints received from the public where it appears that there may be a violation of the law. The division often coordinates its activities with other state and federal regulatory agencies. As of April 1994, the division has the responsibility for licensing financial planners and investment advisors.

### **State House Tours & Government Education Division**

State House, Room 194  
Boston, MA 02133  
Tel: 617-727-3676  
Fax: 617-742-4722  
Tours: M-F, 10:00 a.m. - 4:00 p.m.  
[www.sec.state.ma.us/trs](http://www.sec.state.ma.us/trs)  
Email: [mastatehousetours@sec.state.ma.us](mailto:mastatehousetours@sec.state.ma.us)

Established by an act of the legislature in 1969, the State House Tours Division guides approximately 90,000 visitors annually through the halls of the state's capitol building. It provides an Architectural/Historical Tour and a Legislative Process Tour, as well as a number of brochures explaining the history of the State House and the passage of legislation. The division, in addition to providing State House information in eight different languages, operates a desk which assists with questions on state government, locating personnel and various tourist inquiries. It also has resource notebooks containing a wealth of information for school groups, journalists, historians and travel professionals. The Tours Division manages the operation of the State House Gift Cart, which has souvenirs, books, and other materials relating to the State House.



### **State Publications and Regulations Division**

State House, Room 117  
Boston, MA 02133-1019  
Tel: 617-727-2831  
Central Register: 617-727-9136  
Fax: 617-742-4822  
[www.sec.state.ma.us/spr/spridx.htm](http://www.sec.state.ma.us/spr/spridx.htm)  
Email: [regs@sec.state.ma.us](mailto:regs@sec.state.ma.us)

The Regulatory Procedures Section, which along with the State Bookstore makes up the State Publications and Regulations Division, is responsible for publishing the Massachusetts Register which includes all new regulations and amendments promulgated by state agencies, public hearing notices, Executive Orders, and Opinions of the Attorney General, as well as publication of the Code of Massachusetts Regulations. The division also publishes the Central Register which provides information on state, local, and regional projects related to the construction, alteration, repair, maintenance, acquisition, and disposition of capital facilities; and the Goods and Services Bulletin which lists state contract opportunities over \$1,000 for goods and non-professional services, those over \$40,000 for professional services, those for social and rehabilitative services of human service agencies, and municipal goods and services if estimated to be over \$100,000. The division will provide certified copies of original documents. During each legislative session it publishes the acts and resolves. Notices of public meetings are posted here as well.

### **State Bookstore**

State House, Room 116  
Boston, MA 02133  
Tel: 617-727-2834  
Fax: 617-973-4858  
Hours: M-F, 8:45 a.m. - 5:00 p.m.  
[www.sec.state.ma.us/spr](http://www.sec.state.ma.us/spr)  
Email: [bookstore@sec.state.ma.us](mailto:bookstore@sec.state.ma.us)

The State Bookstore, a component of the State Publications and Regulations Division, is responsible for the sale of our own documents, as well as numerous other state publications, such as the School Directory, List of Mortgage Rates and Massachusetts Election Statistics. It also has copies of recently passed state laws and a collection of souvenirs to accommodate the 100,000 tourists who visit the State House each year. Continually expanding its retail scope, the State Bookstore averages more than \$1 million in annual sales.

### **Secretary of the Commonwealth Regional Offices:**

#### **Southeastern Office**

218 South Main Street, Suite 206  
Fall River, MA 02721  
Tel: 508-646-1374  
Fax: 508-646-1473  
Hours: M-F, 8:15 a.m. - 4:30 p.m.  
<http://www.sec.state.ma.us/wso/wsosoe/soeidx.htm>  
Email: [sean.scahill@sec.state.ma.us](mailto:sean.scahill@sec.state.ma.us)

#### **Western Office**

436 Dwight Street, Room 102  
Springfield, MA 01103  
Tel: 413-784-1376  
Fax: 413-784-1379  
Hours: M-F, 8:15 a.m. - 4:30 p.m.  
[www.sec.state.ma.us/wso/wsowes/weseidx.htm](http://www.sec.state.ma.us/wso/wsowes/weseidx.htm)  
Email: [cathy.molta@sec.state.ma.us](mailto:cathy.molta@sec.state.ma.us)

The Regional Offices provide many of the services which exist at the principal locations of the Secretary of the Commonwealth offices in Boston, MA. Residents of western and southeastern Massachusetts are able to purchase certain corporate certificates and certified copies of available corporate filings, take their oaths of office, file nomination papers, and obtain a variety of state publications. Both offices also provide Apostilles and State Certifications on documents that are leaving the country. The Southeastern District office also assists with naturalization swearing-in ceremonies in Bristol County.

## ***Oldest, Newest, Largest and Smallest Communities***

Geographic center of Massachusetts is the Town of Rutland in Worcester County.

Oldest town: Plymouth incorporated 1620

Oldest city: Boston incorporated 1822

Newest town: East Brookfield incorporated 1920

Newest city: GARDNER incorporated 1923

Smallest by population: Town of Gosnold, 75 / City of North Adams, 13,708

Smallest by square miles: Town of Nahant, 1.04 / City of Chelsea, 1.86

Largest by population: Town of *FRAMINGHAM*, 68,318 / City of Boston, 617,594

Largest by square miles: Town of Plymouth, 97.57 / City of Taunton, 47.29

There are fourteen communities that have applied for, and been granted, city forms of government, though they wish to be known as “The Town of”. They are: *AGAWAM, AMHERST, BARNSTABLE, BRAINTREE, BRIDGEWATER, FRANKLIN, GREENFIELD, PALMER, RANDOLPH, SOUTHBRIDGE, WATERTOWN, WEST SPRINGFIELD, WEYMOUTH* and *WINTHROP*. There are four communities that have been granted the title of city though they do not have wards or precincts, they are: *AMESBURY, EASTHAMPTON, METHUEN*, and *FRAMINGHAM*.

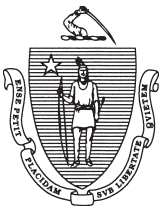
### ***Anomalies of note***

*Chestnut Hill, Massachusetts 02467*

There are many neighborhoods or area names that may cross local borders of one kind or another but, Chestnut Hill goes a little further than most. It is comprised of parts of the City of Boston, the City of Newton, and the Town of Brookline, as well as being comprise of the counties Suffolk, Middlesex, and Norfolk.

Nantucket Island

To our knowledge, Nantucket Island is the only place in America where one town is also its own island and county.



**William Francis Galvin**

Secretary of the Commonwealth

Citizen Information Service

One Ashburton Place, Room 1611

Boston, Massachusetts 02108

Telephone: 617-727-7030

Toll-free: 1-800-392-6090 (*in Mass. only*)

MassRelay English: 1-866-887-6619

MassRelay Spanish: 1-866-930-9252

Fax: 617-742-4528

Email: [cis@sec.state.ma.us](mailto:cis@sec.state.ma.us)

Website: [www.sec.state.ma.us/cis](http://www.sec.state.ma.us/cis)