

New Document Drop Box for City Hall

The Waterbury Town Clerk's Office has installed a secure drop box. This new box allows the public to drop off documents for City departments without the need to enter City offices or pay postage.



The drop box is just outside Waterbury City Hall, located at 235 Grand Street. It is near the side entrance that faces Silas Bronson Library.

Please note the following important points:

- This box is for submitting correspondence to City of Waterbury municipal offices **only**. It is not a mailbox.
- Please enclose your documents in an envelope marked with the City department that will receive it along with your contact information. Do not put postage on the envelope.
- The box will be checked daily. Documents dropped off after **3:00 p.m.** will be processed the next business day.