

## **Town Clerk's Office Modified Operations Guide**

The following services are available for all customer transactions. For a detailed list of how each transaction type can be received, please see the Detail Summary section.

1. Drop off box near handicap entrance at Town Hall
2. Requests by Mail
3. Certain transaction requests can be submitted by e-mail or phone
4. Utilize on-line transaction services and forms (*see website for more details*)
5. Select transactions made by in-office appointment (*see appointment section below*)

### **DETAIL SUMMARY:**

***Drop-Off Box or by Mail/FedEx/UPS:*** (Completed transaction returned by mail)

1. Funeral Director Documents (death cert, permits and requests)
2. Marriage licenses being returned by officiant
3. Vital Record Requests (birth, death & marriage)
4. Vital correction requests
5. Military Discharge (request or to be filed)
6. Land Recording Documents (to be filed)
7. Map filing
8. Trade Name Registrations or Dissolutions already notarized elsewhere (Include \$1 for copy to be mailed back)
9. Obtain Land Record Copies or certifications
10. Map copies 11x17 request
11. Obtaining a Dog License
12. Notary Appointment (oath & signing completed by a notary first)
13. Liquor Permit filing
14. Absentee Ballot Application
15. Boards & Commissions document request
16. Appeals/Summons filing (received for record by Joe Camposeo – Town Clerk)

***E-mail:*** (all can be submitted via method #1)

1. Dog License removals or update info in an account
2. Federal Post Card Application
3. Absentee Ballot Application form request
4. Claim submissions through website link
5. Genealogy Inquiry Requests
6. FOI Requests
7. Receive Boards & Commission filings
8. No Fee Foreclosure Registrations
9. Customer ID for eRecording

***On-line Transactions:*** (see Town Clerk website)

1. Electronic Land Record Recording (eRecording/eRec for deeds)
2. Land Record searches using the Portal (recordHUB)  
*\*All of Manchester's Land Records/Maps/Trade Names back to 2006/Foreclosure Registrations are available to search. If there is a quality issue with the image, call the office\**
3. Requesting a Vital Record Copy by VitalChek Service
4. Submit Marriage License application (getting married)

**By Phone:** (Credit Card payment taking over phone)

1. Marriage or Death request for certified copy without the SSN.
2. Land Record copies or certification request to be mailed or e-mailed

**By Appointment:** (live signatures needed by customer and Registrar/oath given/seal affixed)

1. Issuing a Marriage license (getting married)
2. Funeral Homes obtaining permits and filing death certs
3. Register Notary Appointment Certificate
4. Military Discharge to be filed
5. Vital record request emergency/select circumstances

**Call for pickup:** (drop off transaction with note to call for pickup)

1. Liquor Permit filing
2. Application for Liquor permit (If PD not listed, Town Clerk office is last to sign)
3. Vital Record Requests (birth, death & marriage)

**The following activities will be suspended until further notice:**

1. Notarizations
2. Apostille for notaries (can be obtained from Secretary of State)
3. Passport photos

\*\*Call with any questions regarding any of the above transaction procedures.

Information/fees/instructions can be obtained by phone, e-mail or by the Town Clerk's webpages.

**Contact information:**

Phone: (860) 647-3037

E-mail: [townclerkdept@manchesterct.gov](mailto:townclerkdept@manchesterct.gov)

Address: Town Clerk's Office

41 Center Street

Manchester, CT 06040

Website: [Manct.us/tc](http://Manct.us/tc)

or [Townofmanchester.org](http://Townofmanchester.org)

**Payment options:**

1. Checks made payable to the Manchester Town Clerk's Office
2. Credit Card Slip (to print and submit with a request)
3. Credit Card through our online functions
4. Exact amount cash payments