



**FREEDOM OF INFORMATION (Sec. 1-212):**

If copying fee is not specified above, fee for copy of document (minutes, legal notices, etc.) shall not exceed .50 per page. Fee for cost of transcription or printout shall not exceed actual cost thereof. Fee for certifying such document shall be \$1.00 for the first page and .50 for each subsequent page. For records stored in a computer system and voter registration records, see Chapter III.

**NOTARIES PUBLIC (Sec. 7-34a, 3-94n, 3-94o):**

For recording:

original commission of notary public	- \$10.00
renewal commission	- \$10.00
change of name only	- \$15.00
change of name & change of address	- \$15.00
change of address to new town but no change of name	- \$10.00
change of address within town but no change of name	- -0-

**NOTE:** Only original and renewal commissions require notary to take oath; the various changes of name and address do not require an oath.

For authenticating the signature of a notary: - \$ 2.00

**NOTE:** Documents being sent to certain countries may need the apostille or authentication of the Secretary of the State in addition to that of the town clerk. The document should be directed to Authentications, Secretary of the State, 30 Trinity Street, Hartford, CT 06106 and the fee is \$20.00.

**DOG LICENSES (Sec. 22-338 thru 22-352):**

Neutered male, spayed female	- \$ 8.00	of which \$2.00 is to be sent To the State Animal Population Control Fund
Male, female	- \$ 19.00	of which \$6.00 is to be sent to the State Animal Population Control Fund
Late licensing penalty	- \$ 1.00	per month or fraction thereof
Transfer of ownership	- \$ 1.00	for new license/tag if already licensed
Lost tag	- \$ .50	
Change of residence (town)	- \$ .50	for new license/tag
Kennel licenses	- \$ 50.00	plus .10 per tag for 10 tags
	- \$100.00	plus .10 per tag for more than 10 tags
Guide dog	- FREE	

The town clerk shall retain \$1.00 for each license issued, \$2.00 for each kennel license issued, and .50 for each replacement tag issued.

**EFFECTIVE OCTOBER 1, 2009**

**FEE for use of HAND-HELD  
SCANNERS IS \$20.00/Visit**

**OPERATORS OF A HAND-  
HELD SCANNER MUST  
REGISTER WITH THE TOWN  
CLERK PRIOR TO USING THE  
DEVICE.**

Permitted Hand-Held Scanners:

Hand-held scanners that are battery operated, the use of which:

- 1) leaves no mark or impression on the public record
- 2) does not unreasonably interfere with the operation of the Town Clerk's Office