

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 box near the 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*)
6. In person

DETAIL SUMMARY:

Drop 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 Record Documents (to be filed)
7. Map filing
8. Trade Name Registrations or Dissolutions already notarized (Include \$1 for copy to be mailed back)
9. Land Record Copies or certifications
10. Map copies 11x17 request
11. Dog License renewal or new 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 Darryl E. Thames, Sr. – Town Clerk)

E-mail: (all can be submitted via Drop box or mail)

1. Dog License removals, update info in an account or license renewal using credit card slip
2. Federal Post Card Application
3. Request for an Absentee Ballot Application
4. Claim submissions through website link on Town Attorney's page
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. Submit Electronic Land Record Recordings (eRecording/eRec for deeds)
2. Search Land Records 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 certified copy by VitalChek Service (Birth, Marriage & Death)
4. Submit Marriage License application (getting married)

By Phone: (Credit Card payment taking over phone)

1. Land Record copies or certification request to be mailed or e-mailed
2. Dog license renewal if rabies is up to date

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 (walk-ins that did not go to a notary)
4. Military Discharge to be filed
5. Vital record request emergency/select circumstances
6. Apostille for notaries (can also be obtained from Secretary of State)

Call for pickup: (drop box 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 services will be suspended until further notice:

1. Notarizations
2. Passport photos

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

Information/fees/instructions/forms 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

Address: Town Clerk's Office

41 Center Street

Manchester, CT 06040

Website: townclerk.townofmanchester.org

or Townofmanchester.org

Payment options:

1. Checks, Money Order or Bank Check made payable to the Manchester Town Clerk's Office
2. Credit Card Slip (submit with a drop box, mail or email request)
3. Credit Card through our online services
4. Exact amount cash payments