

# TOWN OF MONTVILLE

## *Office of the Town Clerk*

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Katie Sandberg, CCTC

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March 17, 2020

Montville Town Hall offices are closed to the public beginning Wednesday, March 18, 2020 until further notice. Staff will still be reporting to work and we will try to assist you as best we can at this time.

Below are some of the services we offer and how we are proceeding during the upcoming days.

Most of our services will be available via phone, mail or drop box (located at the entrance of town hall)

**Mailing Address: 310 Norwich-New London Tpke, Uncasville, CT 06382**

**Phone Number: 860-848-6784**

**Email: [townclerk@montville-ct.org](mailto:townclerk@montville-ct.org)**

**Fax Number: 860-848-9784**

**Certified Copies of Birth, Death & Marriage Certificates** – Call us at 860-848-6784 providing a credit card over the phone and email an image of your identification to [townclerk@montville-ct.org](mailto:townclerk@montville-ct.org) OR place a written request in the drop box or mail with a copy of your identification and a check payable to 'Montville Town Clerk' \$20.00 per certified copy. The certificate will be mailed to you.

**Land Record Recordings** – Mail or use the drop box including the appropriate recording fees. The recorded documents will be returned to you via mail. eRecording is also available in the Town of Montville using Simplifile, Corporation Service Company (CSC), Indecomm or eRecording Partners (ePN).

**Land Record Searching & Copies** – Visit [www.townofmontville.org](http://www.townofmontville.org) to access our free index only land record search. Document images are available with a paid subscription or copies can be requested over the phone or via mail for \$1.00 per page.

**Marriage Licenses** – Call us at 860-848-6784 to set up an appointment. Copies of your identification and marriage license worksheet will be required and we will provide a curbside service. Marriage licenses are \$50.00 and issued only to those being married in Montville in the next 65 days.

**Death Certificate Filing & Permits (Funeral Directors)** – Call us at 860-848-6784 when you arrive and let us know what permits or copies you need. Place the death certificate and appropriate payment into the drop box. We will retrieve and provide a curbside service.

**Notary Services** – Notary Services are suspended until further notice.

**Sporting Licenses** – Sporting licenses can be purchased online at <https://portal.ct.gov/DEEP>

**Dog Licenses** – Mail or use the drop box providing name, address, telephone number, dogs breed, color & size along with a copy of proof of rabies and if the dog is spayed or neutered. Include payment of \$8.00 spayed/neutered \$19.00 unaltered per dog. A \$1.00 per month late fee may be charged as dog licenses were due for renewal in June.

Call or email us with any questions or concerns as we work to serve you as best we can during this time.

Thank you,

*Katie Sandberg, CCTC*

Montville Town Clerk