TOWN CLERK’S OFFICE

REOPENING PLAN Phase One- Monday, June 8th, 2020

To keep everyone safe and to help minimize contact and further spread of Covid-19 you are required to wear a mask before doing business with our office. Hand sanitizer will be available as needed and we ask that you use it before entering the building or our office. The Town Clerk’s office will utilize the following for customer service;

- Drop Box located on the Park Avenue side of Town Hall
- Absentee ballot drop box located on the Park Avenue side of Town Hall
- Call our office at 860-769-3507 to make an appointment and so that we may assist you with your requests before arriving at Town Hall.
- You must bring your own pen, pens will not be provided.
- We only accept cash or check
- See our plan below for further information

**Title searchers:** You need to make an appointment before arriving by calling 860-769-3507. Only one searcher will be allowed in the office/vault at any one time. We ask that you respect the 6-foot social distancing policy recommended. When you arrive someone from the lobby will call our office from the front entrance and escort you to our office. Title searchers will no longer be allowed to walk to the back of the office to pick up your copies. Please notify a staff member and we will retrieve them for you.

**Land Record Recordings:** Land Record recordings will be done thru the mail and drop box. Make sure to give us your name, address and phone number so we can send you the recording information and receipt. If you have any questions on fees you can call our office at 860-769-3507.

**Certified Copies of Land Records:** You can request certified copies of land records thru the mail and drop box. Call our office for information at 860-769-3507.

**Notary services:** You need to make an appointment before arriving by calling 860-769-3507. Please bring your own pen and have 2 forms of identification ready when you arrive. When you arrive someone from the lobby will call our office and direct you. As a reminder, we do not notarize wills or living wills and the cost is $5 per notarization. Notary renewals follow the same direction as notary service and the fee is $20.00.

**Marriage licenses:** You need to make an appointment before arriving by calling 860-769-3507. We will send you the paperwork ahead of time and explain the process. When you arrive someone from the lobby will call our office and escort you to our office. Please have your paperwork already filled out before you arrive. The fee is $50.00
**Death certificates:** Funeral Directors you need to make an appointment before arriving by calling 860-769-3507. Once in the lobby someone will call our office and escort you to our Department so we can receive for record death certificates for record and process burial permits, cremation permits and certified copies as needed.

**Certified copies of Vital Records:** Please call our office at 860-769-3507 for the legal process to obtain a certified copy of a birth, marriage or death certificate. These copies will be handled thru the mail and drop box. The fee is $20.00.

**Dog licenses:** Licenses will be done thru the mail and drop box located on the Park Avenue side of Town Hall. Please include your rabies certificate if your rabies vaccine has expired since you last purchased your license. Also if you are licensing a dog for the first time, we require proof of spay/neuter. Any questions you can call our office at 860-769-3507.

**Hunting/fishing licenses:** can be issued via the online sportsmen licensing system at [https://portal.ct.gov/DEEP/Hunting/Hunting-Licenses-and-Permits](https://portal.ct.gov/DEEP/Hunting/Hunting-Licenses-and-Permits). You may also utilize the drop box on the Park Avenue side of Town Hall, include your name, phone number and address where you want the license mailed to. We will also need either your conservation ID or date of birth in order to issue the license. Any questions you can call our office at 860-769-3507.

**Absentee Ballots:** Absentee ballots will be done thru the mail and drop box. Any questions you can call our office at 860-769-3507.

**Liquor permits:** You need to make an appointment before arriving by calling 860-769-3507. You can also utilize the drop box located on the Park Avenue side of Town Hall or by mail. The fee is $20.00.

**Trade name registration:** You need to make an appointment before arriving by calling 860-769-3507. Please have your photo ID and payment ready, the cost is $10 to file, or $12 if you need a certified copy of the certificate. You can fill out the paperwork ahead of time by clicking on this link and downloading the registration form: [https://www.bloomfieldct.gov/town-clerk/pages/notary-publictrade-name-certificates](https://www.bloomfieldct.gov/town-clerk/pages/notary-publictrade-name-certificates)

**Military Discharge:** You need to make an appointment before arriving by calling 860-769-3507. If you need to register your military discharge please bring an original or certified copy of your DD-214. There will be a short wait while we process the paperwork.

**Boards and Commissions:** please continue to send agendas and minutes via email. Questions you can call 860-769-3507.

**Town Departments:** please call prior to coming into the Town Clerk’s Office so we can accommodate you and also to not exceed the maximum number of people in the office area. If needed we can make an appointment.
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