

Do you need any of the following from the Town Clerk's Office while the Town Hall is closed to the Public?

Absentee Ballot:

Regular Absentee Ballots for the Presidential Preference Primary become available on April 7th. The applications are available on the Town Clerk's page on the Town website (www.scotlandct.org). Just print one off, fill it out, and mail it to our office (PO Box 122, Scotland, CT 06264). We will mail you your absentee ballot on April 7th. If you cannot print off an application please call our office and we will mail you one (860-423-9634 x102).

Land Record Copies, Recordings and Title Searches:

As always, we accept recordings via mail and would prefer that you use this method if at all possible. As our land records are not online, we realize the necessity of coming into the Town Clerk's office to conduct searches, rundowns and recordings. If you need to record a document immediately or if you need access to the land records computer for your search, please call to let us know you are coming in. (860-423-9634 x102) Copies can be requested via mail along with a check for payment. Urgent copies may be requested via phone or email and we can mail or email them to you. Payment can be made over the phone via debit/credit card. (Please note: a convenience fee is assessed by the card processing company.)

Fish & Game Licenses:

You can obtain your own Fish and Game License on the DEEP website (see link below). The fee for them is the same as it would be if the Licenses were bought in our office. If you do not have access to the internet please call our office. We will prepare the license and mail it to you after payment by debit/credit card. **We will not be processing fish & game licenses in person at this time.**

<https://portal.ct.gov/DEEP/Permits-and-Licenses/Permits-and-Licenses>

Filing of Death Certificates:

If you are from a funeral home and need to file death certificates and/or obtain burial and cremation permits, please just call to let us know you are coming if at all possible. (860) 423-9634 x102)

Certified Copies of Birth, Death, and Marriage Certificates:

These can be obtained through the mail. Mail the Town Clerk's Office a written request (links to the proper forms can be found on the Town Clerk's page on the Town website (www.scotlandct.org) along with a copy of your ID, and \$20.00 (check) for each Certified copy. We will mail the certified copy to you the day we receive your request. If you absolutely need the Certified Copy immediately you can call our office 860-423-9634 x102. Please have your written request, ID, and a check for \$20.00 ready and we will have your copy ready for you.

Marriage Licenses:

If you are getting married in Scotland within 65 days of your application date, you will need to obtain your marriage license from the Scotland Town Clerk's office. Print out the Marriage License Worksheet on the Town Clerk's page on the Town website (www.scotlandct.org) and complete it. **Please call to make an appointment for your marriage license.** If possible, please provide the

completed form prior to your appointment via email (townclerk@scotlandct.org) so we can prepare the marriage license ahead of time. Both parties will need to be present and show us Identification. There is also a \$50.00 charge for the marriage license.

Dog Licenses:

Mail us the dog's rabies certificate, spay or neuter certificate, a complete dog license application (link to this form can be found on the Town Clerk's page on the Town website (www.scotlandct.org) and a check (\$8.00 if spayed/neutered, \$19.00 if NOT spayed/neutered as well as any late fees), **as well as a stamped, self-address envelope**, and we will mail you the dog license. Our mailing address is Town Clerk, PO Box 122, Scotland, CT 06264. Urgent dog licenses per order of the Animal Control Officer will be handled at the Town Hall. Please call (860) 423-9634 x102 to let us know you are coming.

Transfer Station Stickers:

Transfer station stickers can be ordered online via the link on the Town Clerk's page on the Town website (www.scotlandct.org). They can also be requested by mail. Please include a copy of each car's registration that you are requesting a sticker for as well as a check in the amount of \$25. **We will not be processing transfer station stickers in person at this time.**

Building permits:

The Town Clerk's office can provide building permit applications via mail. Please call to request an application and one will be immediately sent to you. (860-423-9634 x102). All other questions regarding permits, inspections, etc. should be directed to the Building Department at (860) 423-9634 x106.

****This is just an overview of some of the services we provide, if you have any question please contact our office and if we can't help you we will direct you to the office that can.****