

In response to the COVID-19 pandemic, the Hyde Park Town Clerk's Office is taking immediate action to mitigate the spread of the virus. As a precaution, the Hyde Park Town Clerk's Office is closed to the public effective immediately. We are following the Governor's timeline for school closings and will re-evaluate the situation as we get closer to April 6<sup>th</sup>.

Although the office will be closed to the public, the Town Clerk's Office staff will remain available to assist you by phone, fax, email, night drop and online during our normal office hours of Monday through Friday, 8:00am to 4:00pm.

**DOG LICENSE RENEWAL BY MAIL OR NIGHT DROP:** Dog licenses are due by April 1<sup>st</sup>. Dog licenses will be renewed by mail or you can leave your check in the night drop. Spayed and neutered dogs are \$11 and \$15 for dogs not spayed or neutered. If you are unsure about the rabies vaccination expiration date for your dog, feel free to contact us at the office. If the rabies vaccination has expired, you can mail us a copy of the new vaccination certificate or ask your veterinarian to fax or email us a copy. We will mail the new license and tag as soon as we have the applicable paperwork.

**CERTIFIED COPIES OF VITAL RECORDS:** If you need certified copies of vital records, you can download the form from the Town of Hyde Park website: [https://hydeparkvt.com/wp-content/uploads/2020/01/Certified\\_Copy\\_Birth-Death\\_App\\_TC\\_Template\\_2020.pdf](https://hydeparkvt.com/wp-content/uploads/2020/01/Certified_Copy_Birth-Death_App_TC_Template_2020.pdf), fill it out and mail it in with a check or money order for \$10 per certified copy that you need. We will need a photocopy of your driver's license since the request will be completed via mail. If you don't have the ability to print the application, please call us and we can mail you the application.

**MARRIAGE LICENSES:** If you need a marriage license, you can download the Marriage Application from the Town of Hyde Park website: [https://hydeparkvt.com/wp-content/uploads/2020/03/Civil\\_Marriage\\_Application\\_Revision\\_2019.pdf](https://hydeparkvt.com/wp-content/uploads/2020/03/Civil_Marriage_Application_Revision_2019.pdf), fill out the form and contact our office to make an appointment to come in for us to issue the license. The marriage license fee is \$60 plus \$10 for every certified copy you want after the ceremony. We take checks, cash and money orders. If you are unable to download and print the application, please contact us and we can mail you the application.

**LAND RECORDS RESEARCH:** We are attempting to limit the number of people in the office at any given time. Land Records research will be by appointment only. If you can provide book and page numbers for the documents that you need, we can fax them to you. If you don't know that information, please contact us to schedule an appointment to come in for your research. Land Records are \$1 per page. The fax coversheet will be your invoice.

**TAX BILLS AND LISTER CARDS:** We can fax redacted tax bills to you or mail unredacted tax bills to you. If you need a copy of a Lister card, we can fax that to you, as well. These documents are \$.05 per page. The fax coversheet is your invoice.

**HUNTING AND FISHING LICENSES:** Hunting and fishing licenses can be purchased online: <https://vtfishandwildlife.com/licenses-and-lotteries/license-center>

**MOTOR VEHICLE REGISTRATION RENEWALS:** Motor vehicle registration renewals can be done online: <https://secure.vermont.gov/dmv/express>. Your printed receipt from the online renewal process will serve as your temporary registration for ten (10) days. Your permanent registration and sticker will be mailed to you and should arrive in 4-6 business days.

Town Clerk's Office hours remain the same, Monday through Friday, 8:00am to 4:00pm.

To reach Hyde Park Town Clerk's Office staff, call (802)888-2300 option 1 or email: [kim@hydeparkvt.com](mailto:kim@hydeparkvt.com) or [kristan@hydeparkvt.com](mailto:kristan@hydeparkvt.com).

To reach Hyde Park Listers' Office, call (802)888-2300 or email: [lister@hydeparkvt.com](mailto:lister@hydeparkvt.com)

To reach the Town Administrator, Zoning or Planning, call (802)888-2300 option 2 or email: [ron@hydeparkvt.com](mailto:ron@hydeparkvt.com).

Thank you for your patience and understanding.