

[VLCT logo here] **MUNICIPAL CLERK FEE SCHEDULE**

FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY AND/OR CLERK RETAINS
Act 250 Disclosure Statement	10 V.S.A. § 6007(a); 32 V.S.A. § 1671(a)(6)	\$10.00/page	Retained by clerk ¹
Alcoholic Beverages			
First Class License	7 V.S.A. §§ 231(a)(4), 233	\$230.00	\$110.00 retained by municipality and \$5.00 retained by clerk ¹
Second Class License	7 V.S.A. §§ 231(a)(5), 233	\$140.00	\$65.00 retained by municipality and \$5.00 retained by clerk ¹
Attachment Lien, Discharge of	12 V.S.A. § 3293(d)	\$4.00	Retained by clerk ¹
Big Game, Report	10 App. V.S.A. § 2(b)	\$1.00 (paid by Commissioner)	Retained by clerk ¹
Birth Certificate			
Copy	32 V.S.A. § 1712(2); 18 V.S.A. § 5009	\$1.00 (paid by town) ²	Retained by clerk ²
Certified copy	32 V.S.A. §§ 1712(5), 1715(a)	\$10.00	Retained by clerk ¹
Completed or corrected	32 V.S.A. § 1712(3)	\$2.00 (paid by town) ²	Retained by clerk ²
Burial Certificate	32 V.S.A. § 1714	\$5.00	Retained by clerk ¹
To entomb or move body	32 V.S.A. § 1714	\$1.00	Retained by clerk ¹
Certificate of Fact to Commissioner of Health	32 V.S.A. § 1712(4)	\$1.00 (paid by town) ²	Retained by clerk ²
Checklists	32 V.S.A. § 1671(a)(7)	at actual cost ^{3 4}	Retained by clerk ¹
Civil Union License			
Certified Copy transmitted to Clerk of municipality where a party or parties reside	32 V.S.A. § 1712(2); 18 V.S.A. § 5009	\$1.00 (paid by town) ²	Retained by clerk ²
Certified copy	32 V.S.A. §§ 1712(5), 1715(a)	\$10.00	Retained by clerk ¹
Corrected or completed	32 V.S.A. § 1712(3)	\$2.00 (paid by town) ²	Retained by clerk ²
License Issuing/Recording	32 V.S.A. § 1712(1)	\$60.00	\$10.00 Retained by clerk ¹
Death Certificate			
Certified Copy transmitted to Clerk of municipality where deceased resided	32 V.S.A. § 1712(2); 18 V.S.A. § 5009	\$1.00 (paid by town) ²	Retained by clerk ²
Certified copy	32 V.S.A. §§ 1712(5), 1715(a)	\$10.00	Retained by clerk ¹
Corrected	32 V.S.A. § 1712(3)	\$2.00 (paid by town) ²	Retained by clerk ²
Dog/Wolf Hybrid License	see VLCT Dog/Wolf Hybrid License Poster		
Examination of Town Records			
By clerk	32 V.S.A. § 1671(a)(3)	\$5.00/hour, \$25/day maximum	Retained by clerk ¹
By others	32 V.S.A. § 1671(a)(4)	\$2.00/hour	Retained by clerk ¹
Grand List, Copy	32 V.S.A. § 1671(a)(7)	at actual cost ³	Retained by clerk ¹
Green Mountain Passport	31 V.S.A. § 1002(b)	\$2.00	Municipality retains
Hunting/Fishing/Big Game/Combination License	10 V.S.A. § 4254(e)(9)	see 10 V.S.A. § 4255	Clerk retains ¹ \$1.50 per regular license and \$5.00 per super sport license

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Hunting License, Certificate of Lost License	10 V.S.A. § 4261	\$5.00	Clerk retains ¹
Lien, Municipal Personal Property Tax, Recording Lien or Discharge of Lien	32 V.S.A. § 5078	\$12.00 (paid by town) ^{2, 5}	Clerk retains ² \$6.00 and Tax Collector retains ⁵ \$6.00
Lien, Recording of Lien, Assignment, or Discharge	32 V.S.A. § 1671(a)(6); 24 V.S.A. § 1158	\$10.00/page ⁶	Retained by clerk ¹
Lumber			
Lien, Recording	9 V.S.A. § 2014	\$5.00	Retained by clerk ¹
Certified Registration, Recording	9 V.S.A. § 2013	\$6.00	Retained by clerk ¹
Marriage Certificate/License			
Certified Copy transmitted to Clerk of municipality where a party or parties reside	32 V.S.A. § 1712(2)	\$1.00 (paid by town) ²	Retained by clerk ²
Certified copy	32 V.S.A. §§ 1712(5), 1715(a)	\$10.00	Retained by clerk ¹
Correction	32 V.S.A. § 1712(3)	\$2.00 (paid by town) ²	Retained by clerk ²
Issuing/Recording	32 V.S.A. § 1712(1)	\$60.00	\$10.00 retained by clerk ¹
Military Certificate of Service, Recording	24 V.S.A. § 1175	\$0.50 (paid by town) ²	Retained by clerk ²
Minutes of Meetings	32 V.S.A. § 1671(a)(7)	at actual cost ³	Retained by clerk ¹
Mobile Home Uniform Bill of Sale, Recording/Filing/Certified copy	9 V.S.A. § 2602(b); 32 V.S.A. § 1671(a)(6)	\$10.00/page	Retained by clerk ¹
Mortgage			
Assignment of Mortgage, Recording	24 V.S.A. § 1158; 32 V.S.A. § 1671(a)(6)	\$10.00/page	Retained by clerk ¹
Complaint to Foreclose, Recording	32 V.S.A. § 1671(a)(2); 12 V.S.A. § 4523(b)	\$10.00/page	Retained by clerk ¹
Discharge of Mortgage, Recording	32 V.S.A. § 1671(a)(6)	\$10.00/page ⁶	Retained by clerk ¹
Trust Mortgage Deed, Recording	32 V.S.A. § 1671(a)(1); 24 V.S.A. § 1155	\$10.00/page	Retained by clerk ¹
Motor Vehicle, Snowmobile or Motorboat Registration Renewal	23 V.S.A. § 6	see Title 23, Chapter 7, Subchapter 2	\$3.00 Retained by clerk ¹
Printed or Typed Name, failure to include on instrument to be recorded	32 V.S.A. § 1405	\$2.00	Retained by clerk ¹
Name Change (regarding real estate), Recording of Certificate	27 V.S.A. § 350; 32 V.S.A. § 1671(a)(6)	\$10.00/page	Retained by clerk ¹
Notice of Sale, Nonjudicial Foreclosure	32 V.S.A. § 1671(a)(6)	\$10.00/page	Retained by clerk ¹
Posted Land, Recording	10 V.S.A. § 5201(c)	\$5.00	Retained by clerk ¹
Property Transfer Tax Return, Recording or Filing	32 V.S.A. §§ 9606(a), 1671(a)(6)	\$10.00	Retained by clerk ¹
Public Document/Record, Certified copy	32 V.S.A. § 1671(a)(6)	\$10.00/page	Retained by clerk ¹
Recording/Filing any Public Record	32 V.S.A. § 1671(a)(6)	\$10.00/page	Retained by clerk ¹
Survey Plats, Recording			
11x17 inch, 18x24 inch, 24x36 inch	32 V.S.A. § 1671(a)(8)	\$15.00/sheet	Retained by clerk ¹
Tobacco License	7 V.S.A. § 1002(d)(1)(B)	\$110.00 (Unless application is concurrent with Second class liquor license, in which case no charge)	None
Tobacco Substitute Endorsement Permit	7 V.S.A. § 1002(d)(1)(C)	\$50.00	None
Uniform Commercial Code			
Filing and indexing a record under Article 9 other than a initial financing statement ⁷	9A V.S.A. § 9-525(a)	\$35.00	

FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY AND/OR CLERK RETAINS
Filing and indexing an initial financing statement	9A V.S.A. §§ 9-502(c), 9-525(b)	\$6.00 per page	
Responding to information request or issuing certificate showing statement on file	9A V.S.A. § 9-525(c)	\$25.00	
Uncertified Copies of Recorded and Filed Documents	32 V.S.A. § 1671(a)(7)	\$1.00/page (\$2.00 minimum)	Retained by clerk ¹
Veterans, Copy of records for VA benefits determination	14 V.S.A. § 3116	no charge	
Waterfowl Stamp	10 V.S.A. § 4277(d)	\$7.50	Retained by clerk ¹

1. If clerk receives salary in lieu of fees, town retains entire amount.
2. If clerk receives salary in lieu of fees there is no payment by the town and no funds retained by the clerk.
3. “Actual cost” means the fees established by the Secretary of State’s Uniform Fee Schedule, unless the town has adopted its own schedule of fees, as set forth by 1 V.S.A. § 316(e). The Uniform Fee Schedule sets costs as follows: for photocopies, \$.05 per single-sided page, \$.09 per double-sided page for pages up to 8.5 by 14 inches; for computer-generated paper copies, \$.02 per page for pages up to 8.5 by 14 inches; for color photocopies, \$1 per single-sided page.
4. Upon request, one copy of checklist must be provided free of charge to the chair of each political party in town. 17 V.S.A. § 2141.
5. If the municipal personal property lien is performed by the delinquent tax collector, who receives salary in lieu of fees, there is no payment by the town and no funds retained by the delinquent tax collector.
6. The fee to discharge a mortgage or lien applies only when a discharge by separate instrument is filed for recording. Alternatively, a mortgage or lien may be discharged by entry on the margin of the mortgage or lien document itself pursuant to 27 V.S.A. § 461 or 24 V.S.A. § 1158, in which case there is no charge.
7. The fee to record a mortgage which is effective as a financing statement filed as a fixture filing or as a financing statement covering as-extracted collateral or timber to be cut under 9A V.S.A. § 9 - 502(c) shall be the same as those otherwise applicable to the recording of a mortgage. 9A V.S.A. § 9 - 525(d).
8. Under 32 V.S.A. § 1751, when recording deeds, proceedings, depositions, or making copies of records, proceedings, docket entries or minutes of their offices, when no other provision is made, shall be allowed:
 - (A) the sum of \$.60 a folio thereof with a minimum fee of \$1.00;
 - (B) the sum of \$2.00 for each official certificate;
 - (C) for the authentication of documents, \$2.00; and
 - (D) for other services such sum as in in proportion to the fees established by law.

- **A schedule of all fees shall be posted in the town clerk’s office. 32 V.S.A. § 1671(b).**
- **Municipal clerks may require fees for all filing, recording, and copying to be paid in advance. 32 V.S.A. § 1671(a)(5).**

These fees are subject to review by the General Assembly, so clerks should check current statutes to determine if the fees have been changed or contact the Vermont League of Cities and Towns Municipal Assistance Center at (800) 649-7915 or info@vlct.org.