

MUNICIPAL CLERK FEE SCHEDULE

Vermont League of Cities & Towns, 89 Main Street, Suite 4

Montpelier, VT 05602-2948

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FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY AND/OR CLERK RETAINS
Act 250 Disclosure	10 V.S.A. § 6007 (a); 32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Alcoholic Beverages			
First class license	7 V.S.A. §§ 231 (4), 233	\$200.00	\$195.00/\$5.00
Second class license	7 V.S.A. §§ 231 (5), 233	\$100.00	\$95.00/\$5.00
Attachment, Discharge of	12 V.S.A. § 3293 (d)	\$4.00	All
Big Game, Report	10 Appendix V.S.A. § 2 (b)	\$1.00 (paid by commissioner)	All
Birth Certificate			
Copy	32 V.S.A. § 1712 (2); 18 V.S.A. § 5009	\$1.00 (paid by town) ¹	All
Certified copy	32 V.S.A. §§ 1712 (5), 1715 (a)	\$10.00	All
Completed or corrected	32 V.S.A. § 1712 (3)	\$2.00 (paid by town) ¹	All
Burial Certificate	32 V.S.A. § 1714	\$5.00	All
To entomb or move body	32 V.S.A. § 1714	\$1.00	All
Certificate of Fact to Health Commissioner (births, deaths, civil unions, and marriages)	32 V.S.A. § 1712 (4)	\$1.00 (paid by town) ¹	All
Checklists	32 V.S.A. § 1671 (a)(7)	at actual cost ²	All
Civil Union			
Copy	32 V.S.A. § 1712 (2); 18 V.S.A. § 5009	\$1.00 (paid by town) ¹	All
Certified copy	32 V.S.A. §§ 1712 (5), 1715 (a)	\$10.00	All
Correction or completion	32 V.S.A. § 1712 (3)	\$2.00 (paid by town) ¹	All
Death Certificate			
Copy	32 V.S.A. § 1712 (2); 18 V.S.A. § 5009	\$1.00 (paid by town) ¹	All
Certified copy	32 V.S.A. §§ 1712 (5), 1715 (a)	\$10.00	All
Corrected	32 V.S.A. § 1712 (3)	\$2.00 (paid by town) ¹	All
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	All
By others	32 V.S.A. § 1671 (a)(4)	\$2.00/hour	All
Grand List	32 V.S.A. § 1671 (a)(7)	at actual cost	All
Green Mountain Passport	31 V.S.A. § 1002 (b)	\$2.00	All
Hunting/Fishing/Big Game/Combination License	10 V.S.A. § 4254 (e)(9)	see 10 V.S.A. § 4255	\$1.50 each license, \$5.00 super sport
Hunting License, replacement	10 V.S.A. § 4261	\$5.00	All
Lien, Property Tax	32 V.S.A. § 5078	\$12.00 (paid by town) ¹	\$6.00 clerk, \$6.00 tax collector
Lien, recording	32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Lumber			
Lien, recording	9 V.S.A. § 2014	\$5.00	All
Certified Registration, recording	9 V.S.A. § 2013	\$6.00	All
Marriage Certificate/License			
Copy	32 V.S.A. § 1712 (2)	\$1.00 (paid by town) ¹	All
Certified copy	32 V.S.A. §§ 1712 (5), 1715 (a)	\$10.00	All
Correction	32 V.S.A. § 1712 (3)	\$2.00 (paid by town) ¹	All
Issuing/Recording	32 V.S.A. § 1712 (1)	\$45.00	\$10.00
Military Discharge/Service, recording	24 V.S.A. § 1175	\$0.50 (paid by town) ¹	All
Minutes	32 V.S.A. § 1671 (a)(7)	at actual cost	All
Mobile Home Uniform Bill of Sale, Record/File/Certified Copy	9 V.S.A. § 2602 (b); 32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Mortgage			
Assignment/discharge of mortgage/judgment lien	24 V.S.A. § 1158; 32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Complaint to foreclose	32 V.S.A. § 1671 (a)(2); 12 V.S.A. § 4523 (b)	\$10.00/page	All
Discharge	27 V.S.A. § 461; 32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Trust mortgage deed	32 V.S.A. § 1671 (a)(1); 24 V.S.A. § 1155	\$10.00/page	All
Motor Vehicle, Snowmobile or Motorboat Registration	23 V.S.A. § 6	see specific vehicle type	\$3.00
Name, failure to provide legible	32 V.S.A. § 1405	\$2.00	All
Name Change (regarding real estate)	27 V.S.A. § 350; 32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Notice of Sale, nonjudicial foreclosure	12 V.S.A. § 4532 (d); 32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Posted Land, recording	10 V.S.A. § 5201 (c)	\$5.00	All
Property Transfer Return/Tax Payment	32 V.S.A. §§ 9606 (d), 1671(a)(6)	\$10.00	All
Public Document/Record, certified copy	32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Record/File any Public Record	32 V.S.A. § 1671 (a)(6)	\$10.00/page	All
Restoration Reserve Fund			
Recording fee	32 V.S.A. § 1671 (c)	\$0.50/page, min., up to \$1.00/page, max.	All
Survey Plats			
11x17 inch	32 V.S.A. § 1671 (a)(8)	\$15.00/sheet	All
18x24 inch	32 V.S.A. § 1671 (a)(8)	\$15.00/sheet	All
24x36 inch	32 V.S.A. § 1671 (a)(8)	\$15.00/sheet	All
Tobacco License	7 V.S.A. § 1002 (d)	\$10.00	\$5.00/\$5.00
U.C.C. (certain collateral defined in 9A V.S.A. § 9-401)	see 9A V.S.A. § 9-525	see statute	All
Uncertified Copies of Recorded and Filed Documents	32 V.S.A. § 1671 (a)(7)	\$1.00/page (\$2.00 minimum)	All
Veterans, Records for VA Benefits Determination	14 V.S.A. § 3116	no charge	
Waterfowl Stamp	10 V.S.A. § 4277 (d)	\$7.50	\$1.00

¹ "Paid by town" does not apply where clerk receives salary in lieu of fees.

² Upon request, one copy of checklist free to the chair of each political party in town. 17 V.S.A. § 2141.

- 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. See referenced statutes for further information. If you have questions concerning a fee, call the Vermont League of Cities and Towns' Municipal Assistance Center at (800) 649-7915.