March 20, 2020

In response to the COVID-19 pandemic, the Town Clerk’s Office will not be providing “in-person” services for any transaction that can be done online or through the mail. Appointments will be scheduled for all other services on a per case basis. The following procedures have been implemented for our mutual protection:

**Car registration:** - PLEASE DO NOT GO TO THE DMV! (they are not authorized to collect money on behalf of towns/cities – and they too are closed to the public)

- **Renewals** – Three options:
  - Process by US Mail. Include two checks for the correct amount, a stamped self-addressed return envelope and your contact information
  - Process online [https://www.dunbartonnh.org/](https://www.dunbartonnh.org/) (look for the E-Reg car icon). State law allows you to renew a vehicle up to four months early.
  - Use the letter slot to the right of the office door. Drop off a copy of your renewal notice (or registrations), two checks for the correct amount, a stamped self-addressed return envelope, and your contact information.
- **New purchases with 20-day plates**— If you have 20-day plates issued by the DMV or a car dealer issued on or after February 6, 2020, the DMV has granted an automatic extension through April 30, 2020. Vehicles in this category can be done by appointment with me.
- **New purchases without 20-day plates** (for example, private sale) can be done by appointment with me.

**Dog Licenses:** Intact dog $10, Neutered/spayed or dog under 7 months of age $7.50, First dog owned by a senior citizen $3.00.

- **Renewals** – please process by US Mail (correct fee and stamped return envelope required) or online [https://www.dunbartonnh.org/](https://www.dunbartonnh.org/) (look for the Dog Licensing icon). You will not be able to renew if the rabies information on file with this is out of date. If you fax or email the information to me, I can update your records so that you can renew online.
- **New Dogs** – please mail, scan/email, or fax your new dog’s rabies certificate to me. Include your contact information. Once your dog’s information is entered into my system, I will contact you with further instructions.

**Vital Records:**

- Certified Copies of Birth, Marriage, and Death certificates are available through our online service [https://www.dunbartonnh.org/](https://www.dunbartonnh.org/) (look for the Vital Records icon)

**Marriage Licenses:** - by appointment only

I will be in the office daily from 8:00am until 4:00pm Monday through Thursday and will be working behind the scenes to process your requests. All requests received prior to 3:30 on these days will be processed and mailed same day.

I look forward to the time when this crisis is in our rear-view mirror and I can once again enjoy the pleasure of your company! Until then, be safe, be well.

Sincerely, Linda Landry, Town Clerk

Contact:  [townclerk@dunbartonnh.org](mailto:townclerk@dunbartonnh.org) (preferred)  
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