

**THE OFFICE OF THE TOWN CLERK IS CLOSED UNTIL FURTHER NOTICE.  
(AS IS THE REST OF TOWN HALL)  
WE ARE DOING OUR VERY BEST TO SERVE YOU REMOTELY.  
SHOULD YOU HAVE ANY QUESTIONS THAT ARE NOT ANSWERED BELOW, PLEASE  
EMAIL [CLAUDIA.WEBER@NEWCANAANCT.GOV](mailto:CLAUDIA.WEBER@NEWCANAANCT.GOV)**

**LAND RECORDS:**

1. Should you need copies of a document listed in our online index, please email us the volume and page of the documents you need. We will send you the entire document. You will be responsible for sending payment (after the fact) of \$1 per page for the documents that you would have copied had you been here in person. We are also able to do the same thing for land survey maps. Map fees are \$4 a copy.
2. All documents that are received by mail will be recorded by 5pm on Mondays and Wednesdays.
3. "In-person" recording will be done Tuesdays and Thursdays between 10 am and 12 noon. Please limit "in-person" recordings to conveyances or other critically time-sensitive documents ONLY.
4. Please mail or courier recordings/ filings whenever possible. Mylars may be mailed in tubes.
5. No member of the public is allowed in the building at any time.
6. If you are recording in-person:
  - A. Upon arrival to the Town Hall entrance, please call 203-594-3071 to announce your arrival. A staff member will meet you at the door to accept your recording documents. Upon completion, we will return to the front door with a recording receipt.
  - B. Please make sure that your recording package is complete, in the proper document order, and accompanied by the correct payment, as well as with tax forms, if necessary.
  - C. No mail will be recorded on the morning of the days we are accepting in-person recordings. However, if you need to do an up-to-the-minute rundown you must bring your own laptop or other device to check the database from outside the building.
  - D. Please arrive by 11:30 am to assure that all recording will be completed by 12 noon.

Please refer to information on our website regarding other services such as Vital Statistics, Election matters, or Business Services. We appreciate your patience during this challenging time, and we are doing our very best to help everyone.

Thank you, and stay safe.