

**THE OFFICE OF THE TOWN CLERK IS CLOSED TO THE PUBLIC UNTIL JULY 6th.**

**We are doing our very best to serve you until our office can be updated with protective equipment and proper spacing. Should you have any questions that are not answered below, please mail:**

**[CLAUDIA.WEBER@NEWCANANCT.GOV](mailto:CLAUDIA.WEBER@NEWCANANCT.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, with the exception of mortgages for which payment is required for only those pages you need. We can also email land survey maps. Map fees are \$4 a copy.
2. All documents that are received by mail will be recorded daily (with the exception of Tuesday and Thursday mornings before 10am when there will be no recordings processed.)
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.
5. Members of the public are allowed in the building by appointment only. Offices remain closed to the public. All appointments will be held in one of two conference rooms.
6. If you are recording in-person on Tuesday or Thursday:
  - 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 can mail your receipt if you would like us to do so.
  - 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.

**VITAL STATISTICS & RECORDS, ELECTION MATTERS OR BUSINESS SERVICES:**

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.