



VERMONT MUNICIPAL CLERK FEE SCHEDULE

FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY AND/OR CLERK RETAINS ¹
Act 250 Disclosure Statement	10 V.S.A. § 6007(a); 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Alcoholic Beverages			
<i>First Class License</i>	7 V.S.A. §§ 204(a)(4), (b)(2), 206	\$230.00	\$110.00/\$5.00
<i>Second Class License</i>	7 V.S.A. §§ 204(a)(5), (b)(2), 206	\$140.00	\$65.00/\$5.00
<i>Standalone Third Class License (6-month)</i>	7 V.S.A. § 204(a)(6)	\$600.00	\$50.00
<i>Standalone Third Class License (annual)</i>	7 V.S.A. § 204(a)(6)	\$1145.00	\$50.00
Attachment Lien of Real Property			
<i>Discharge</i>	12 V.S.A. § 3293(d)	\$4.00	All
<i>Recording</i>	32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Big Game, Report	10 App. V.S.A. § 2(b)	\$1.00 (paid by Commissioner)	All
Birth Certificate			
<i>Certified copy</i>	18 V.S.A. § 5017; 32 V.S.A. §§ 1712(5)	\$10.00	All
<i>Search for certified copy</i>	32 V.S.A. § 1715(a)	\$3.00 (credited toward fee for first certified copy)	All
<i>Noncertified copy</i>	18 V.S.A. § 4999(4); 32 V.S.A. § 1671(a)(7)	at actual cost ³	All
Burial Certificate			
<i>To entomb or move body</i>	32 V.S.A. § 1714	\$5.00	All
	32 V.S.A. § 1714	\$1.00	All
Voter Checklist	32 V.S.A. § 1671(a)(7)	at actual cost ^{3 4}	All
Death Certificate			
<i>Certified copy</i>	18 V.S.A. § 5017; 32 V.S.A. § 1712(5)	\$10.00	All
<i>Search for certified copy</i>	32 V.S.A. § 1715(a)	\$3.00 (credited toward fee for first certified copy)	All
<i>Noncertified copy</i>	18 V.S.A. § 4999(4); 32 V.S.A. § 1671(a)(7)	at actual cost ³	All
Dog/Wolf Hybrid License	see VLCT Dog/Wolf Hybrid License Poster		
Examination of Town Records			
<i>By clerk</i>	32 V.S.A. § 1671(a)(3)	\$5.00/hour, \$25/day maximum	All
<i>By others</i>	32 V.S.A. § 1671(a)(4)	\$4.00/hour	All
<i>Grand List, Copy</i>	32 V.S.A. § 1671(a)(7)	at actual cost ³	All
Green Mountain Passport	31 V.S.A. § 1002(b)	\$2.00	All

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Hunting/Fishing/Big Game/Combination License	10 V.S.A. § 4254(e)(9)	see 10 V.S.A. § 4255	All (\$1.50 per regular license and \$5.00 per super sport license)
Hunting License, Lost License Certificate	10 V.S.A. § 4261(a)	\$5.00	All
Lien, Municipal Personal Property Tax, Recording Lien or Discharge of Lien	32 V.S.A. § 5078	\$12.00 (paid by town) ^{5, 6}	\$6.00 to Clerk, \$6.00 to Tax Collector
Recording of Judgment Lien, Assignment, or Discharge	24 V.S.A. § 1158; 32 V.S.A. § 1671(a)(6);	\$15.00/page ⁷	All ²
Lumber			
<i>Lien, Recording</i>	9 V.S.A. § 2014	\$5.00	All
<i>Certified Registration, Recording</i>	9 V.S.A. § 2013	\$6.00	All
Civil Marriage/Civil Union License			
<i>Certified copy</i>	18 V.S.A. § 5017; 32 V.S.A. §§ 1712(5)	\$10.00	All
<i>Search for certified copy</i>	32 V.S.A. § 1715(a)	\$3.00 (credited toward fee for first certified copy)	All
<i>Noncertified copy</i>	18 V.S.A. § 4999(4); 32 V.S.A. § 1671(a)(7)	at actual cost ³	All
<i>Issuing and Recording</i>	32 V.S.A. § 1712(1)	\$60.00	\$10.00
Military Honorable Discharges or Certificates of Service, Recording	24 V.S.A. § 1175	\$0.50 (paid by town) ⁵	All
Minutes of Meetings	32 V.S.A. § 1671(a)(7)	at actual cost ³	All
Mobile Home Uniform Bill of Sale, Recording/Filing	9 V.S.A. § 2602(b); 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Mortgage			
<i>Assignment of Mortgage, Recording</i>	24 V.S.A. § 1158; 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
<i>Complaint to Foreclose, Recording</i>	12 V.S.A. § 4932 (b); 32 V.S.A. § 1671(a)(2)	\$15.00/page	All ²
<i>Discharge of Mortgage, Recording</i>	24 V.S.A. § 1158; 32 V.S.A. § 1671(a)(6)	\$15.00/page ⁷	All ²
<i>Trust Mortgage Deed, Recording</i>	24 V.S.A. § 1155; 32 V.S.A. § 1671(a)(1)	\$15.00/page	All ²
Chattel Mortgage, Conditional Vendor's Lien, Recording or Discharge	24 V.S.A. § 1156; 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Motor Vehicle, Snowmobile or Motorboat Registration Renewal	23 V.S.A. § 6	see Title 23, Chapter 7, Subchapter 2	\$3.00
Printed, Stamped, or Typed Name, failure to include on instrument to be recorded	32 V.S.A. § 1405	\$2.00	All
Name Change (regarding real estate), Recording of Certificate	27 V.S.A. § 350; 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Nonjudicial Foreclosure, Notice of Sale, and Recording of Sale	12 V.S.A. §§ 4964, 4967; 32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Posted Land, Recording	10 V.S.A. § 5201(c)	\$5.00	All

FEE DESCRIPTION	CITATION	TOTAL CHARGE	MUNICIPALITY AND/OR CLERK RETAINS ¹
Property Transfer Tax Return, Recording or Filing	32 V.S.A. §§ 9606(a), 1671(a)(6)	\$15.00	All ²
Public Document/Record, Certified copy	32 V.S.A. § 1671(a)(6)	\$10.00/page	All
Recording/Filing any Public Record	32 V.S.A. § 1671(a)(6)	\$15.00/page	All ²
Survey Plats, Recording			
<i>11x17 inch, 18x24 inch, 24x36 inch</i>	32 V.S.A. § 1671(a)(8)	\$25.00/sheet	All
Tobacco License, or Renewal	7 V.S.A. § 1002(d)(1)(B)	\$110.00	None
Tobacco Substitute Endorsement, or Renewal	7 V.S.A. § 1002(d)(1)(C)	\$50.00	None
Uniform Commercial Code			
<i>Filing and indexing a record under Article 9 other than an initial financing statement</i>	9A V.S.A. § 9-525(a)	\$35.00 ⁸	All
<i>Filing and indexing an initial financing statement</i>	9A V.S.A. § 9-525(b)	\$6.00 per page	All
<i>Responding to information request or issuing certificate showing statement on file</i>	9A V.S.A. § 9-525(c)	\$25.00	All
Uncertified Copies of Recorded and Filed Documents	32 V.S.A. § 1671(a)(7)	\$1.00/page (\$2.00 minimum)	All
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	\$1.00

1. If clerk receives salary in lieu of fees, town retains entire amount. 32 V.S.A. § 1401.
2. Not less than \$4.00 per page from the per-page recording fees established under 32 V.S.A. § 1671 shall be placed into the town's Restoration and Preservation Reserve Fund. A town may allocate less than \$4.00 per page from recording fees if the town clerk certifies that the town has sufficient dedicated reserve funds for the restoration, preservation, digitization, storage, and conservation of town records. A copy of such certification must be submitted to the House Committee on Government Operations on or before the third Monday of each year. 32 V.S.A. § 1671(c).
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 and \$.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. (See Uniform Fee Schedule at <https://www.sec.state.vt.us/archives-records/certifications-fees/uniform-fee-schedule.aspx>).
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(c)(1).
5. If clerk receives salary in lieu of fees, there is no payment by the town and no funds retained by the clerk.
6. 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.
7. The fee to record a mortgage or lien discharge applies only when filed as a separate instrument 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 for recording.
8. This fee is not applicable to a record of 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). However, the recording and satisfaction fees that otherwise would be applicable to the record of the mortgage apply. 9A V.S.A. § 9-525(d).

- **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).**
- **Under 32 V.S.A. § 1751, when no other provision is made, an officer or person whose duty it is to record documents 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 is in proportion to the fees established by law.**

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

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