

## City Clerk's Office FAQ's

1. Do you have my birth certificate? How do I obtain a copy?

Birth certificates are available in the City Clerk's office for anyone born in the City of St. Albans, VT. Birth certificates can be obtained at the City Clerk's office for a fee of \$10.00. No I.D. is required. All forms of payment are accepted; cash, check, credit and/or debit card.

2. Can I get my vehicle registration renewed at City Hall?

Yes you may **renew** the registration of your vehicle, boat, trailer and ATV in the City Clerk's office; you must bring the renewal form from the State of Vermont with a check made payable to the Department of Motor Vehicles for the amount of the registration. A separate fee of \$3.00 is also required and can be paid via cash, check, debit or credit card.

3. How do I register my dog for a dog license? What is the cost?

Dog registrations must be completed once a year by April 1<sup>st</sup> or a \$2.00 late fee and a \$30.00 fine will be assessed. The City Clerk's office registers all dogs who reside within the City limits. Proof of rabies vaccinations is required. The cost is as follows (all forms of payment accepted):

<b>Spayed/Neutered</b>	<b>\$8.00</b>
<b>Not Spayed</b>	<b>\$12.00</b>
<b>Not Neutered</b>	<b>\$10.00</b>

4. Do you have a notary service available?

Yes; notary services are available free of charge. A photo I.D. is required.

5. I want to have a lawn sale. Do I need a permit?

Yes, a lawn sale permit is required; the first two lawn sale permits are free of charge if applied for in the same calendar year. A third lawn sale permit would cost \$10.00 and a fourth permit would cost \$15.00.

6. What are the fees associated with research?

<b>1 – 30 minutes</b>	<b>\$1.00/hour</b>
<b>31 – 60 minutes</b>	<b>\$2.00/hour</b>
<b>Land Records</b>	<b>\$1.00/page</b>
<b>Genealogy</b>	<b>\$2.00/page</b>