



TOWN CLERK'S OFFICE UPDATES DURING COVID-19

Updated June 30, 2020

The Town Office is now open to the public again however we still have options in place if you prefer to not come in person.

RENEWAL

MOTOR VEHICLE/TRAILER/MOTORCYCLE/CAMPER (5 OPTIONS TO RENEW BELOW)

1. Come in with your registration(s) (or plate numbers) AND your driver's license (or non driver ID). Masks are preferred but not required, please keep social distance of 6 feet minimum.
2. Online (you can click this hyper link and it will take you to the page)
<https://www.eb2gov.com/scripts/eb2gov.dll/EReg/Main?towncode=18&source=MV>
You will need your plate number, last four digits of vin number, and plate type. This information can be found on the renewal notice received by email or on your present registration. Also keep in mind that credit card payments are subject to a 2.79% convenience fee. Your registration(s) and decal(s) will be mailed to the address on our registration unless you give us other instructions.
Mail In to: Town Clerk, 15 Sunapee Street Newport NH 03773 please enclose a check payable to Town of Newport. You can get the total due online using the link above then click GET AN ESTIMATE then click the radio button for RENEWAL ESTIMATE. You may enter in up to 5 license plate numbers at a time and it will total all of them and show totals for each vehicle. *(You can even get renewal estimates if they are not yet due for renewal so you can plan ahead.)*
3. A Drop Box will be available in the back parking lot (access from Central Street). Please use an envelope and write Town Clerk on the outside. Include the online renewal notice or a note containing the following:
 - a. Your name
 - b. Phone number
 - c. Driver's license number
 - d. License Plate Numbers
 - e. Brief description of what you want us to do (ie. renew all 4 vehicles and pay by credit card for example)

You can get the total due online using the link above then click GET AN ESTIMATE then click the radio button for RENEWAL ESTIMATE. You may enter in up to 5 license plate numbers at a time and it will total all of them and show totals for each vehicle. *(You can even get renewal estimates if they are not yet due for renewal so you can plan ahead.)*

4. By phone if paying by credit card. This will not be a continued practice once we are beyond the COVID-19 closure.
5. If your registration is expired and this is an emergency, please call us and we will find a solution.

NEW PLATES by Drop Box

NEW (OR NEW TO YOU) VEHICLE/MOTO/TRAILER OVER 3000LBS (MODEL YR 2000 and newer)

1. We need 1 of the following:
 - a. Title Application from a dealer (our copy that says Town Clerk's Copy in red at the bottom)
 - b. Title from a private sale (make sure you have filled out owner's name, address, date of sale, odometer, and sign and print under the buyer's name and lien holder if you have one)
2. Payment options:
 - a. If you come in we accept the following
 - i. Cash
 - ii. Check
 - iii. Credit (add 2.79%)
 - b. If you want to use drop box we accept
 - i. We can take a credit card number over the phone (subject to 2.79% fee to merchant)
 - ii. Check payable to Town of Newport
 1. If you want to pay by check, call us with the VIN number of the new vehicle or email us a picture of the front and back of the title with the plate type you want and we can give you an exact price
 2. If you are comfortable with this, a blank check and we will make a copy and mail it back to you
3. What type of plate you want:
 - a. For Vehicles we can do the following: Passenger, Moose, State Park, Decal, Vanity (you will need to get the application off our web page www.newportnh.gov/town-clerk click on Town Clerk Forms) – All plates cost \$8 for the set and every plate type EXCEPT PASSENGER has additional fees.
 - b. Motorcycles can get a regular Motorcycle Plate (or vanity for an additional \$40/yr)
 - c. Trailer/Camper gets a trailer plate
4. If you complete by drop box you need the rest of this:

- a. Copy of the front of your Driver's license or at least the number off your license if you don't have access to a copier (can write the note on this)
- b. A note with the following:
 - i. Your name, mailing and physical address (if they are different than the license or you didn't copy your license)
 - ii. Your phone number
 - iii. Brief description of what you want to do
 - iv. how you want to pay
 - v. pick up or mail the plates
 - vi. Items from 1 & 2 above
 - vii. Please place the above in an envelope and write Town Clerk on the outside, drop it in our GREEN drop box next to the covered entrance (look for orange traffic cones in front of it), located in our back parking lot off Central Street.

TRANSFER PLATES by Drop Box

NEW (OR NEW TO YOU) VEHICLE/MOTO/TRAILER OVER 3000LBS (MODEL YR 2000 and newer)

1. We need 1 of the following:
 - a. Title Application from a dealer (our copy that says Town Clerk's Copy in red at the bottom)
 - b. Title from a private sale (make sure you have filled out owner's name, address, date of sale, odometer, and sign and print under the buyer's name and lien holder if you have one)
2. Current registration for the vehicle you took the plates off of. Must but the most recent registration and primary owners must stay the same. Must be the original (no copies).
3. Payment options:
 - a. We can take a credit card number over the phone (subject to 2.79% fee to merchant)
 - b. Check payable to Town of Newport
 - If you want to pay by check email us a picture of the front and back of the title and the registration to transfer plates from and we can give you an exact price
 - if you are comfortable with this, a blank check and we will make a copy and mail it back to you
4. Copy of the front of your Driver's license or at least the number off your license if you don't have access to a copier (can write the note on this)
5. A note with the following:
 - a. Your name, mailing and physical address (if they are different than the license or you didn't copy your license)
 - b. Your phone number
 - c. Brief description of what you want to do,
 - d. how you want to pay

- e. pick up or mail the plates
- f. Items from 1 & 2 above

Please place the above in an envelope and write Town Clerk on the outside, drop it in our GREEN drop box next to the covered entrance (look for orange traffic cones in front of it), located in our back parking lot off Central Street.

Exempt Vehicle/Moto, Single Axle Trailer NEW PLATES by Drop Box

NEW TO YOU EXEMPT VEHICLE/MOTORCYCLE (1999 or older) OR TRAILER/CAMPER GROSS WEIGHT UNDER 3000 LBS

1. Bill of sale including buyer and seller's names and addresses, VIN, Year, Make, Model, GVW, Color, body style
2. For a Vehicle or Motorcycle:
 - a. Verification of VIN must have 1 of the following:
 - i. copy of previous title
 - ii. copy of previous NH registration
 - iii. NH VIN verification 19A (you can find this form on our webpage www.newportnh.gov/town-clerk click on Town Clerk Forms in the list on the left)
3. Plates:
 - a. For Vehicles we can do the following: Passenger, Moose, State Park, Decal, Vanity (you will need to get the application off our web page www.newportnh.gov/town-clerk click on Town Clerk Forms) – All plates cost \$8 for the set and every plate type EXCEPT PASSENGER has additional fees.
 - b. Motorcycles can get a regular Motorcycle Plate (or vanity for an additional \$40/yr)
 - c. Trailer/Camper gets a trailer plate
 - d. If Transferring plates we need the current registration from the vehicle the plates are coming off (NO COPIES)
4. Payment options:
 - a. We can take a credit card number over the phone (subject to 2.79% fee to merchant)
 - b. Check payable to Town of Newport
 - i. If you want to pay by check email us a picture of the front and back of the title (and the registration to transfer plates from if this will be a transfer) and we can give you an exact price
 - ii. if you are comfortable with this, a blank check and we will make a copy and mail it back to you
5. Copy of the front of your Driver's license or at least the number off your license if you don't have access to a copier (can write the note on this)
6. A note with the following:

- a. Your name, mailing and physical address (if they are different than the license or you didn't copy your license)
- b. Your phone number
- c. Brief description of what you want to do,
- d. how you want to pay
- e. pick up or mail the plates
- f. Items from 1 & 2 above

Please place the above in an envelope and write Town Clerk on the outside, drop it in our GREEN drop box next to the covered entrance (look for orange traffic cones in front of it), located in our back parking lot off Central Street.

NEW RESIDENT PROOF OF RESIDENCY

(We will need one of these items if you have not registered a vehicle in Newport yet or if you have moved then moved back)

Must be current within a few months

- UTILITY BILL
- PAYSTUB
- MEDICAL BILL
- GOVERNMENT ISSUED MAIL (SSA,SSI ,VET. AFFAIRS)
- LEASE AGREEMENT
- RENT RECIEPT
- NOTARIZED VERIFICATION OF RESIDENCY BY HOMEOWNER/LANDLORD

BOAT RENEWAL By Drop Box

1. We need a SIGNED renewal form (you would have received this in the mail at the end of 2019) or the old signed registration
2. Copy of the front of your Driver's license or at least the number off your license if you don't have access to a copier
3. Your mailing and physical address (both if they are different)
4. Your phone number
5. Payment options:
 - a. We can take a credit card number over the phone (subject to 2.79% fee to merchant)
 - b. Check payable to Town of Newport
 - i. If you want to pay by check, call us with the NH BOW NUMBER and we can give you an exact price

- ii. If you are comfortable with this, a blank check and we will make a copy and mail it back to you

Please place the above in an envelope and write Town Clerk on the outside, drop it in our GREEN drop box next to the covered entrance (look for orange traffic cones in front of it), located in our back parking lot off Central Street.

NEW BOAT by Drop Box

1. Bill of Sale for Boat to include the following:
 - a. Buyer and Seller's name and address
 - b. Date of Sale
 - c. HIN number (Hull ID Number)
 - d. NH Bow number if from NH
 - e. Color
 - f. Material (fiber glass, metal, wood)
 - g. Propulsion (Inboard, outboard, inboard/outboard)
 - h. Single or Twin Engine
 - i. HP
 - j. Exact length FT/IN
 - k. Does it have Toilet/Sink/Shower
 - l. Type of boat (person water craft(jet ski something you are sitting ON), pontoon, runabout (sitting in), row/canoe (not steering wheel) , sailboat (with motor or over 12ft), cruiser (must have perm living facilities)
 - m. Type of fuel (gas, diesel, electric)
2. Payment options:
 - a. We can take a credit card number over the phone (subject to 2.79% fee to merchant)
 - b. Check payable to Town of Newport
 - i. If you want to pay by check, call us with the NH BOW NUMBER and we can give you an exact price
 - ii. If you are comfortable with this, a blank check and we will make a copy and mail it back to you
3. Copy of front of Driver's license or at least the number off your license if you don't have access to a copier
4. Your mailing and physical address (both if they are different)
5. Your phone number

Please place the above in an envelope and write Town Clerk on the outside, drop it in our GREEN drop box next to the covered entrance (look for orange traffic cones in front of it), located in our back parking lot off Central Street.

DOG LICENSING Renewal Options

1. We are now open to the public if you wish to come in
2. You may renew your dog's license online at (you can click this hyper link to go right to the page)
<https://www.eb2gov.com/scripts/eb2gov.dll/Dogs/Main?towncode=18&source=DL> .
You may mail us a check and a note including the names of your dogs and the license numbers from 2019. Dogs are \$6.50 spay/neuter/7 months - younger or \$9.00 adult intact. If the owner is 65 or older they get 1 dog at a reduced rate of \$2.00.
3. Please add your phone number in the event we need more information like updated rabies information. If you know your dog has had updated rabies shots please email us a picture of the rabies certificate (also spay/neuter if that has been done since last year) so we can update the record, clerk@newportnh.gov.
4. Over the phone if paying by credit card. This practice will not continue once we are past the COVID-19 closure.

DOG LICENSING New Dog by Drop Box

We will need the following information to key your new dog into our system.

1. Owners name, physical and mailing address (if they are different), phone number and email address
2. Rabies certificate (if you send the original please make a note on it to send it back to you)
3. Spay/Neuter certificate if this has been done
4. Payment (if processing by mail or drop box)

You may get this to us by mail, email or drop box (green mailbox in our back parking lot off Central Street). You may enclose payment if by mail or drop box in the form of a check payable to Town of Newport. The fees are as follows Dogs are \$6.50 spay/neuter/7 months - younger or \$9.00 adult intact. If the owner is 65 or older they get 1 dog at a reduced rate of \$2.00. If you email this to us, we will email you back when it has been entered and with the VET pending license number so you can renew online.

MARRIAGE LICENSE

If you are getting married in NH and need to get your marriage license, here is how we can help you.

1. Contact our office by email clerk@newportnh.gov or phone 603-863-2224 to make an appointment.
2. Gather your documents and email them to us ahead of time so we can vet them. If you can't do this, we can copy them when you get here, this will just save both of us time and give us another level of distance.
 - a. We need Government issued photo ID for both parties (driver's license, non driver ID, passport, etc.)
 - b. If either party was married previously, we will need to see the legal documentation of how the most recent marriage ended (ie, certified divorce decree or death certificate)
3. When you come to your appointment, please call us when you get to our parking lot (try to park up close to the building) and we will bring down a clipboard with the marriage license worksheet. You will fill out your respective sections. When you are done, you will call us to come get the form and we will key in the information and bring down a test copy. You will go through the document to make sure we did not make a mistake and we will collect payment of \$50. (Credit card will add \$1.50, check payable to Town of Newport, cash if you must but we would prefer not to take that if we can during this COVID-19 crisis.) Once we finalize the license we will sign our part, bring to you to sign your part and you will be all set to give to your officiant. They will have 6 days from the date you get married to mail that back to us (or drop in our drop box). Once we have that back, you can order your certified copies of the marriage online at www.newportnh.gov/town-clerk.

VITAL RECORD REQUEST Options

1. We are now open to the public. You may come in to request a vital record
2. Certified Copies of Birth, Death and Marriage may be requested and paid for online at (you can click this hyper link and it will take you right to the page) <https://www.eb2gov.com/scripts/eb2gov.dll/Vitals/Main?towncode=18>
Make sure to email us a copy of your driver's license for proof of identity to clerk@newportnh.gov. If you don't have government issued photo ID, please call us for a list of other forms of ID we could accept.
3. You may also request vital records by mail; Town Clerk, 15 Sunapee Street, Newport NH 03773.
 - a. For **BIRTH CERTIFICATE**, include the following:
 - i. Child's Full Name at Birth
 - ii. Parent's Full Names
 - iii. Sex of Child
 - iv. Birth Date
 - v. What you need record for

- vi. Number of certified copies you want
 - vii. Your name as the requestor
 - viii. Your relationship
 - ix. Your address
 - x. Your phone number
 - xi. Your signature
 - xii. Copy of your License (or government issued ID)
 - xiii. Check Payable to Town of Newport – 1 copy is \$15, add \$10 for every copy after the first (2 copies = \$25)
- b. For **MARRIAGE CERTIFICATE**, include the following
- i. Full Names of both parties (Bride/Groom, Bride/Bride, Groom/Groom) *if either party has changed their last after getting married we need the last name BEFORE this marriage happened*
 - ii. Town where the intentions were filed (where you got your marriage license)
 - iii. Date of marriage
 - iv. Town where you got married
 - v. What you need record for
 - vi. Number of certified copies you want
 - vii. Your name as the requestor
 - viii. Your relationship
 - ix. Your address
 - x. Your phone number
 - xi. Your signature
 - xii. Copy of your License (or government issued ID)
 - xiii. Check Payable to Town of Newport – 1 copy is \$15, add \$10 for every copy after the first (2 copies = \$25)
- c. For **DIVORCE CERTIFICATE**, include the following
- i. Full Names of both people (husband/wife, wife/wife, husband/husband)
 - ii. Date of Divorce
 - iii. County where you got the divorce
 - iv. What you need record for
 - v. Number of certified copies you want
 - vi. Your name as the requestor
 - vii. Your relationship
 - viii. Your address
 - ix. Your phone number
 - x. Your signature
 - xi. Copy of your License (or government issued ID)
 - xii. Check Payable to Town of Newport – 1 copy is \$15, add \$10 for every copy after the first (2 copies = \$25)
- d. For **DEATH CERTIFICATE**, include the following
- i. Full name of deceased
 - ii. Sex of deceased

- iii. Date of death
- iv. Place of death (town)
- v. What you need record for
- vi. Number of certified copies you want
- vii. Your name as the requestor
- viii. Your relationship
- ix. Your address
- x. Your phone number
- xi. Your signature
- xii. Copy of your License (or government issued ID)
- xiii. Check Payable to Town of Newport – 1 copy is \$15, add \$10 for every copy after the first (2 copies = \$25)

Liselle Dufort, CTC
Town Clerk, Newport