

Portland Town Clerk's Office

Basic Fee Schedule

Acceptable Forms of Payment: Cash; Check; Credit Card; Money Order

Land Records:

Copies – Land Records \$1.00 per page
Copies – Maps – dependent on size
Document Certification \$2.00 per document
Recording (Non MERS)–1st Page \$60.00 Subsequent Pages \$5.00 per page
MERS (Other) – 1st Page \$159.00 Subsequent Pages \$5.00 per page
MERS (Releases/Assignments) - \$159.00 per document

Surcharge – Document with Conveyance \$2.00
Map Filing – Up to 2 Lots \$20.00; Subdivision of 3 or more \$30

Vital Statistics:

Marriage License \$50.00
Birth Certificate – Certified Copy, Short Form \$15.00
Birth Certificate – Certified Copy, Long Form \$20.00
Death Certificate – Certified Copy \$20.00
Marriage License – Certified Copy \$20.00
Civil Union License – Certified Copy \$20.00
Burial/Transit Permit \$5.00
Cremation Permit \$5.00

Dog Licenses:

Male or Female (Unaltered) \$19.00
Neutered Male or Spayed Female \$8.00
Late Fee (per month after June 30th expiration) \$1.00
Replacement Tag (Lost Tag) \$0.50
Change of Address \$0.50
Out-of-Town License \$1.00
Transfer of Ownership \$1.00
Kennel License (4-10 Dogs) \$51.00
Kennel License (11-20 Dogs) \$102.00
Guide Dog FREE

Notaries Public:

Notarization - FREE for Resident & \$5.00 for non-residents (Beginning 2018)
Original Commission of Notary Public \$20.00
Renewal Commission \$20.00
Change of Name ONLY \$1.00
Change of Address ONLY – Within Town \$1.00
Change of Name AND Address Within Town \$1.00
Change of Address ONLY – New Town \$20.00
Change of Name AND Address to a New Town \$20.00

Miscellaneous:

Liquor License (Filing) \$20.00

Trade Name Certificate (Filing) \$10.00

Military Discharge – Filing FREE

Military Discharge – Certified Copy FREE

Voter Registration Card FREE