

**Portland Town Clerk's Office  
Basic Fee Schedule**

Acceptable Forms of Payment: Cash; Check; Money Order

**We DO NOT currently accept payment by debit or credit card.**

**Land Records:**

Copies – Land Records \$1.00 per page

Copies – Maps – dependent on size

Document Certification \$2.00 per document

Recording – 1<sup>st</sup> Page \$53.00

Recording – Subsequent Pages \$5.00 per page

Surcharge – Document with Conveyance \$2.00

Map Filing – Up to 2 Lots \$10.00; Subdivision of 3 or more \$20

**\*\*\*EFFECTIVE 7/15/2013-MORTGAGE  
ELECTRONIC**

**REGISTRATION SYSTEM RECORDINGS  
(MERS)\*\*\***

**The fees for all MERS recordings received on or after 7/15/2013 are \$159.00 for the first page of a document. There is no additional \$5.00 per page fee due for any MERS releases or assignments. All other MERS documents are subject to the \$5.00 additional fee for any additional page beyond the first page. Per HB6706 Sec. 81 & 82 of C.G.S.**

**Vital Statistics:**

Marriage License \$30.00

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 \$3.00  
Cremation Permit \$3.00

**Dog Licenses:**

Male or Female (Unaltered) \$19.00  
Neutered Male or Spayed Female \$8.00  
Late Fee (per month after June 30<sup>th</sup> 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:**

Document Notarization FREE  
Original Commission of Notary Public \$10.00  
Renewal Commission \$10.00  
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 \$10.00  
Change of Name AND Address to a New Town \$10.00

**Miscellaneous:**

Liquor License (Filing) \$2.00  
Trade Name Certificate (Filing) \$5.00  
Military Discharge – Filing FREE  
Military Discharge – Certified Copy FREE  
Voter Registration Card FREE