

**Town of Gilmanton**  
**Town Clerk Tax Collector's Office**  
PO Box 550, Gilmanton, NH 03237  
Ph: (603) 267-6726 Fax: (603) 267-6701

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Tuesday March 17, 2020

**RE: Town Clerk/Tax Collector services to be provided during the rapidly evolving COVID-19 pandemic**

Governor Sununu issued a state of emergency for the State of New Hampshire on Friday evening due to COVID-19. The Governor has directed all schools to close and work towards a virtual environment until at least April 3<sup>rd</sup>. Yesterday, March 16<sup>th</sup>, he restricted public gatherings and is requiring restaurants and bars to utilize mandatory offsite eating only.

I have made the difficult decision to close the Town Clerk/Tax Collector's Office to public interaction until further notice. By doing this we hope to limit the potential exposure of the virus in our community. I would like to assure our residents that my staff and I will do everything we can to provide town services to you during this rapidly evolving pandemic. Staff will be available by phone and email. We expect a high call volume, so please leave a detailed message, including your phone number, and we will return your call as quickly as possible. Please reference our website for continued updates. [www.gilmantonnh.org](http://www.gilmantonnh.org)

**Vehicles:**

Any resident who needs to renew their vehicle registrations has the ability to do so on our website [www.gilmantonnh.org](http://www.gilmantonnh.org). Our online convenience fee through EB2Gov has been waived; however, the fees associated with our citizen's selected payment type, including credit card and ACH fees, cannot be waived as these fees are charged by our partners who help us bring you these online services. If you would prefer to renew your registrations by mail, we ask that you include the courtesy renewal notice that was mailed to you or provide the plate numbers of the vehicles that you would like to register, along with your check or money order.

Residents may also utilize the drop box located on the front porch of the Academy Building. It can be found to the right of the front door. Please do **NOT** place cash into the drop box. In order to renew your vehicles, provide a check and the courtesy renewal notice that was mailed to you. If you do not have your renewal notice, please provide the plate numbers of the vehicles that you would like to register.

For residents who have purchased a new vehicle and need to transfer an existing registration, or who need to get new plates, Governor Sununu released a notice today, March 17<sup>th</sup>, stating that he is authorizing the extension of all temporary plates issued after 3/1/2020 through April 30, 2020.

**Any resident who does not qualify for this extension will be processed by appointment only.**

Please call or email our office at 267-6726 (x126 or x127) or [tctx@gilmantonnh.org](mailto:tctx@gilmantonnh.org), and we will set a time for you to take care of these transactions.

**Vital Records/ Dog Licenses/ Recycling Permits/ Tax Payments:**

**Any resident who requires a marriage license during this time will be processed by appointment only.**

Please call or email my office at 267-6726 (x126 or x127) or [tctx@gilmantonnh.org](mailto:tctx@gilmantonnh.org), so that we can schedule an appointment.

All tax payments, vital record requests (birth, marriage, or death certificates), dog licenses, and recycling facility applications can be processed through our online portal at [www.gilmantonnh.org](http://www.gilmantonnh.org), by mail, or by utilizing our drop box, located on the front porch of the Academy Building.

I have confidence that these precautions will address the needs of our community without compromising health and safety. Please do not hesitate to email or call with any questions.

Thank you for your patience and understanding throughout this difficult time.

Sincerely,



Maura Thomas  
Town Clerk / Tax Collector