

Griswold Town Clerk Office policy and Procedure Effective March 1, 2021

- The Town Hall Building will be closed to the public until further notice. Please contact individual offices for policies.
- The Town Clerk's office will schedule appointments for the issuance of marriage licenses, filing of vital records, searches (38 years or older), notary renewals and administering oaths. Individuals conducting the above business must schedule an appointment in advance with the Town Clerk's Office. Please email townclerk@griswold-ct.org or phone at 860.376.7060 ext. 2100 to schedule an appointment.
- Dog License Renewals will be processed through the mail. Dog owners are requested to mail or use the drop box located on the side of the building of the Town Hall. The paper license and tag(s) will be returned through the mail. **No appointments will be made for dog license renewals.**
- The office is Closed for land record transactions.
- **Land Record filings.** Recordings can be mailed or left in drop box for processing. We can mail or email your receipt as requested. Please include this information with your recording.
- Land records can be viewed, purchased, and printed using our online portal after creating an account at
- <https://recordhub.cottsystems.com/GriswoldCT/>
Please contact COTT Support at 1-800-588-2688 with any questions or issues.

** Additional Instructions:

Mailing address: Griswold Town Clerk, 28 Main Street, Griswold CT 06351, or leave requests in the drop box on the side of the building. Once processed, we will mail the requested information to you.

Phone number 860.376.7060 ext. 2100. Voicemail will be checked throughout the day.