



TOWN OF WILMINGTON
OFFICE OF THE TOWN CLERK

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SEARCH AND RETRIEVAL POLICY

(updated April 2018)

Property records are housed in this office and are open to the public (see hours below). Although we house the records, our office policy is that we do not provide search or retrieval services, and we do not fax/email documents.* We require that fees for filing, recording and copying be paid in advance of service.**

Wilmington Land Records are available online:

To search Land Records index online go to <https://vermont-townclerks-records.com> or by typing "Vermont Town Clerks Portal" into your browser. At the Vermont Town Clerks Portal page, you can **sign in as a guest**, then click on Wilmington to access the search page to view the Land Records Index at no charge. If you need to view or print documents that are available, create an account for payment by following the instructions on the home page. If you need assistance creating an account call Cott Support at 1-800-234-2688, press 8, then press 1. For general assistance navigating the land index search screen call our office.

Our Land Records are digitized back to 1781. To find out the most current dates of records in the portal call our office.

Tax Maps and Grand List of Properties:

To look at tax maps, go to the Wilmington website at www.wilmingtonvermont.us, then go to the department section and click on "Grand list/ Board of Listers", then click the link to TownView Online.

You may view the Grand List of properties on our website at www.wilmingtonvermont.us. Go to the "Grand list/Board of Listers" page and scroll down to find the current grand list. Property owner names, E-911 street addresses, Tax ID#s and SPAN#s can be found on the Grand List.

Office hours: Monday – Friday 8:30am to Noon & 1:00pm to 4:00pm

*Vermont Secretary of State publication "OPINIONS"

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7. **Public records do not have to be faxed to caller.** The public records law in 1 V.S.A. §315-318 provides that custodians of public documents must make documents available to the public for inspection and copying during reasonable hours. The law does not require that the custodian fax copies of documents to anyone, or require that the custodian conduct research to find documents. While each custodian can establish additional office practices, we caution against policies that create a risk of liability for the town if you miss finding a document that has been requested or send the wrong document.

** Vermont Statutes Annotated

32 V.S.A. § 1671 (5) Town clerks may require fees for all filing, recording, and copying to be paid in advance