

APPOINTMENT OF TOWN CLERK, AND/OR REGISTRAR OF VITAL STATISTICS
(File with Elections Services Division, Secretary of the State, 30 Trinity Street, P.O. Box 150470, Hartford, CT 06115)

(For Towns with appointed Town Clerks or appointed Registrar of Vital Statistics. If Director of Health is also Registrar of Vital Statistics under CGS. §19a-204, please use Form ED-636a).

TOWN OF _____

I/We hereby certify that the following person(s) was/were appointed to the positions indicated:

Please Note: Terms of office **MUST** be listed and **MUST** include beginning and ending dates. For indefinite terms, please provide beginning date followed by the word “indefinite.”

(Town Clerk-Name) (Term: Beginning and Ending Dates) (Address of Appointee) (Signature of Appointee)

(Registrar of Vital Statistics-Name) (Term: Beginning and Ending Dates) (Address of Appointee) (Signature of Appointee)

The appointment(s) listed on this form were made by _____ on _____ pursuant to the following
(Title(s) of Appointing Official(s)) (Date(s) of Appointment(s))

law(s): _____
(C.G.S. Section(s), special act number, charter section(s), or ordinance section(s))

(Signature of Appointing Authority or Chief Executive Official) (Date Signed)

(Printed Name of Appointing Authority or Chief Executive Official)

Appointed Town Clerks – According to Sections 7-16a and 9-185 of the Connecticut General Statutes, municipalities elect Town Clerks unless they appoint them under the provisions of a special law, the town charter or an ordinance. In towns with appointed Town Clerks, the appointing authority, or, if none, the chief executive official of the town, must file notice of the appointment with the Office of the Secretary of the State within ten (10) days after the appointment is made. Sample signatures and term beginning and ending dates are required by the Office of the Secretary of the State so that the Office can authenticate documents signed by Town Clerks.

Appointment Registrars of Vital Statistics - According to Sections 7-37 of the Connecticut General Statutes, the Town Clerk of a municipality is, ex officio, the Registrar of Vital Statistics for the town, except in towns which elect or appoint a Registrar of Vital Statistics under the provision of a special act. In towns with an appointed Registrar of Vital Statistics, the appointing authority or, if none, the chief executive official of the town, must file notice of the appointment with the Office of the Secretary of the State within ten (10) days after the appointment is made. Sample signatures and term beginning and ending dates are required by the Office of the Secretary of the State so that the Office can authenticate documents signed by Registrars.