



Town of Vinalhaven

19 Washington School Rd
Vinalhaven, Maine 04863

Phone - 207-863-2042

Cell - 207-266-7806

Fax - 207-863-4393

Wondering what to expect from our modified services?

Due to the ongoing COVID-19 pandemic, and in an effort to reduce the potential transmission of the COVID-19 virus to members of the public, Town staff, and emergency responders, Town officials have authorized the following facility closures and access restrictions:

Effective 3/16/2020, Town Buildings will be closed to the public until further notice. All events and programs have been cancelled until further notice.

- Town Office 863-4471 or 864-4343 – we can process most requests over the phone and will accept payments by mail. You also have the option to pay over the phone with a credit card but will be expected to pay an additional 2.5%.
- Town Library 863-4401 – still want to read? View what we have available on our [online catalogue](#) and call in your book request so we can figure out a pick-up time or have it delivered.
- Public Safety Building 863-4604 or 863-2119 – perhaps you want to hide in the woods and burn brush. Did you know you can call in for the burn permit? Contact Mark or Kerry at the numbers listed here or call the Town Office if you get no answer.
- Transfer Station 863-4306 - You will be able to take your trash to the town transfer station, but we ask that you buy stickers a head of time, do not bring items for the swap shop, and do not come into the building.

Some questions we heard today

Q: If the Town Office is closed, can I still register my car or buy dump stickers?

A: Yes, we are working to continue to provide you with the same services and to do so in a way that limits direct contact with staff. Most all the things you come to do at the office can be done over the phone although it will take a little longer.

Q: How do I pay for the services?

A: All town services can be paid by send a check in the mail or over the phone with a credit card; however, an additional 2.5% fee will be added per our policy if you use the card.

Please make checks payable to "Town of Vinalhaven"

Mail payments to: Town of Vinalhaven

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Vinalhaven, ME 04863



How-to Information:

HOW TO REGISTER A VEHICLE

If re-registering a vehicle previously registered in Vinalhaven - you need to provide current proof of insurance on the vehicle (not past or future cards - it has to be effective on the date of registration), and current mileage of the vehicle. Please call for amount due.

If re-registering a vehicle that has been registered in Maine, but never registered in Vinalhaven, you need to provide a copy of the most recent registration, current proof of insurance (as listed above) and current mileage of the vehicle. Please call for amount due.

If registering a new (or used) vehicle from a dealership: Current proof of insurance (as listed above), current mileage of the vehicle, a sales invoice that shows sales tax was paid, and the blue title application are needed. Please call for amount due.

If registering a new (or used) vehicle from a private sale: Current proof of insurance (as listed above), current mileage of the vehicle, a bill of sale, and the original title signed over to you (if the vehicle is 1995 or newer). *Please Note* You CANNOT sell a vehicle that is 1995 or newer until you have received a title for it in YOUR NAME. *You do not need to register the vehicle, but you do need to get the new title.* Please call for amount due.

If you need to file a SR-22 - Please call for amount due for Excise Tax only. Forms will need to be taken to a Maine Bureau of Motor Vehicle Branch Office to complete your registration and receive your stickers.

**If you need to send proof of insurance, you can send via fax to 207-863-4393.

REGISTER YOUR BOAT, SNOWMOBILE, OR ATV?

If re-registering a vehicle previously registered in Vinalhaven - We need the registration number (5 letters/numbers) and vehicle information for boat, snowmobile or ATV you wish to re-register. Please call for amount due.

New Boat, Snowmobile or ATV Registration: Proof that sales tax was paid or bill of sale listing sales price, hull or vehicle serial number, and vehicle information (horsepower, length of boat, make, and model). Please call for amount due.

HOW TO REGISTER YOUR DOG

You need to provide a current rabies certificate (if not already on file with the clerk). The cost is \$6 for spayed/neutered dogs, and \$11 for unaltered dogs. After January 31st, a \$25 late fee is added per dog.

Maine Law states that dogs must be registered after reaching six months of age or within 10 days of adoption. In addition, all dogs brought to the island by seasonal residents or visitors

who are on the island for a period that exceeds 10 days MUST license their dog, even if they are licensed elsewhere.

HOW TO GET YOUR BIRTH, DEATH, OR MARRIAGE CERTIFICATE?

For Birth, Marriage or Death Certificates please fill out one of the following from our town website:

[Birth Certificate Request Form](#)

[Death Certificate Request Form](#)

[Marriage Certificate Request Form](#)

Certified copies for legal purposes are \$15.00 for the first copy and \$6.00 for any additional copies purchased at the same time. Payment is required before records can be released. For those applying by mail, please send PHOTOCOPY only of proof of identity. Please DO NOT mail originals. Make sure you have your return address with your request. Your request will be mailed to you.

Please contact the appropriate department at the following numbers, and we will attempt to complete your request:

Town Manager: Andrew Dorr – townmanager@townofvinalhaven.org

Town Office – 207-863-4471 or 207-863-4343

Darlene Candage – townclerk@townofvinalhaven.org

Tanya Robishaw – deputyclerk@townofvinalhaven.org

Public Safety Building

Fire Chief: Marc Candage – mcandage@townofvinalhaven.org or 207-863-4604

EMS Director: Kerry McKee – kmckee@townofvinalhaven.org or 207-863-2119

Public Works Garage – 207-863-2063 or cphilbrook@townofvinalhaven.org

Public Library – 207-863-4401 or vpl@vhaven.lib.me.us

Transfer Station – 207-863-4306

We understand that these restrictions will be inconvenient to the public and we do not take them lightly. We are implementing these steps in an attempt to limit the transmission opportunities of the COVID-19 virus through public facilities and gatherings. Your cooperation and patience are greatly appreciated at this time.

Andrew Dorr
Town Manager