



Town of Essex
 81 Main Street
 Essex Junction, VT 05452

802.878.1341
 www.essexvt.org

Public Records Fees

- Standard staff time (over 30 minutes), \$. 45 per minute
- Senior-level staff time and IT specialist, \$.57 per minute
- Accident reports not required to be reported to the Commissioner of Motor Vehicle pursuant to T23 VSA S 1129, shall be \$15.00 per report.
- Photocopies, \$.05 per single-sided page, \$.09 per double-sided page for pages up to 8.5 x 14 inches
- Color photocopies, \$1.00 per single-sided page
- Photocopies related to accidents, \$8.00 per print, and \$20.00 per disk
- Audio files, \$20.00 each
- Video files, \$45.00 each
- DVD, \$2.00 each, with case \$4.00 each
- 16gb flash drive, \$5.00 each, 64gb \$10.00 each
- Computer-generated paper copies, \$.02 per page

All fees will be collected before any records are extracted as allowed by Vermont Public Records Law I VSA 316 (b)(c).

Payment can be made in the following ways.

- On-line with a credit or debit card by clicking (<https://paylocalgov.com/Payment/SelectEntity/259>)
- Cash or check in person, or a check can be mailed to-
 1. Essex Police Department, Records Department, 145 Maple Street, Essex Junction, VT 05452
 2. Town of Essex, Clerk's Office, 81 Main Street, Essex Junction, VT 05452

If you have questions, you can contact us at,

- Essex Police Department- Records Clerk- 802-878-1337 or epd.records@essex.org. Office hours are M-F 8:00 am to 4:00 pm.
- Essex Town- Managers office - Tammy Getchell 802-876-5773 or tgetchell@essex.org. Office hours are M-F 8:00 am to 4:30 pm

TOWN MANAGER	PARKS AND RECREATION	COMMUNITY DEVELOPMENT	PUBLIC WORKS	ASSESSOR	FINANCE	TOWN CLERK	LIBRARY	FIRE	POLICE
878 1341	878 1342	878-1343	878 1344	878 1345	8781359	879 0413	879 0313	878-5308	878 8331