

Town of Essex(VT) - On-Line Payment for Records Request

Making a Records Request

First, submit your records request at <https://essexvt.nextrequest.com/>. You will receive a records request number.

The records department will then review your request and determine if there is a charge to obtain the records you requested, per [VT Public Records Law](#).

If there is a charge, you will be notified what that cost is. You can pay in person or pay on-line with a credit/debit card with the procedure below. If using a card, a *convenience fee is charged by Value Payment Systems for using this service. 2.65% for personal Credit Cards, 1.50% for personal Debit Cards, or 3.00% for business credit cards (minimum fee of \$1.95). We accept MasterCard, Visa, Discover and American Express.*

Once your payment has been received, the records department will work on your request (contact information below).

On-Line Payments

Go to the Town of Essex website www.essexvt.org

Click on the circle button “Payments”

In the green column on the left, click the “Online Payments – Town of Essex” link

You will now be on a “Payment Type” page. Click the pull down and select “Records Request – Police” for a police records request or “Records Request – Town” for all other departments’ request and click the “Continue” button.

You are now on the “Account Information” page. Complete your name, address, phone number and email address.

Next, enter the amount you were told your Records Request was going to cost. If you do not know the cost, contact the records department.

“Request Number” is the records request number you were provide by our records request system when you submitted your request (top paragraph above)

“Payment Method” – choose if you are using a debit or credit card and then click “continue”

You will then be directed to our payment processor to take your card information and process the transaction. You will receive notice that your payment was received, and we will get notified M-F 8-4.

Once we confirm your payment has been made, we will start working on fulfilling your request.

If you have questions, you can contact us here:

- a. Police Records Request - Essex Police Department, Records Department, 145 Maple Street, Essex Junction, VT 05452, 802-878-1337 or epd.records@essex.org (M-F 8-4 EST)
- b. All other Town of Essex Departments – Town of Essex, 81 Main Street, Essex Junction, VT 05452, 802-876-5773 or tgetchell@essex.org (M-F 8-4 EST)