

Town Clerk/Tax Collector

Contact: Linda Ford
Town Clerk/Tax Collector

Deputy (Vacant)
Town Clerk/Tax Collector

Mailing Address: PO Box 487
North Sutton, NH 03260

Physical Address: 93 Main Street
Sutton Mills, NH 03273

Phone: 603-927-4575

Fax: 603-927-4646

E-mail: suttontctc@yahoo.com

Hours: Monday from 8:00 a.m. to 4:00 p.m.
Tuesday/Wednesday 8:00 a.m. to 3:00 p.m.
Thursday 8:00 a.m. to 4:00 p.m.

The Town Clerk/Tax Collector's office offers the following services:

Motor Vehicle Registration

Boat Registration

Dog Licensing

Vital Records including Marriage Licenses and Birth, Marriage, Death Certificates.

We ask that you call ahead to schedule an appointment as these functions can become lengthy.

Voter Registration

Taxes

New and current residents alike are encouraged to review the information below prior to coming in if they have any questions regarding proper procedures, or call us for further information.

VEHICLE REGISTRATION:

New residents relocating from out-of-state: NOTE: New Hampshire allows new residents only 60 days to change over driver's license and/or motor vehicle registrations.

1. Present to the Town Clerk's office documentation from the closing of your home (i.e. HUD statement) or if renting, you must present one (1) of the following: a lease or notarized written statement from the current property owner confirming your residency.

2. If your vehicle is less than fifteen (15) years old, present your out-of-state TITLE (a copy is not acceptable) or if your vehicle is fifteen (15) years or more, present a copy of your title from out-of-state or a New Hampshire Vehicle Identification Number (VIN) verification form (19a).
3. If your title is currently held by an out-of-state lien holder or leasing company and your registration and insurance are still valid contact your lien holder or leasing company directly and inform them that you have moved to NH that way they will prepare the proper paperwork needed to make it a smoother transaction.

NH is a “title state” and as such, any existing title must be surrendered at the time of registration. Again, it must be the actual title, a photocopy is not sufficient. The Town Clerk/Tax Collector’s office is not authorized to make request for a title on your behalf. It must be made by the NH Title Bureau. Present your out-of-state registration and the lien holder or leasing company’s name and ailing address. Also, please jot down your current mileage so we can prepare a NH title application for a fee of \$2.00 for the Town and \$25.00 for the State. Upon receipt, they will request your title from your lien holder or leasing company.

Once the title is received at the Bureau’s office, a notice will be sent to you authorizing the Town Clerk/Tax Collector’s office to issue your registration and plates. If you have any questions or if your notification is taking longer than expected, then please contact the Title Bureau at 603-271-3111 or 603-271-3112. Make sure to bring the letter of notification in to the Town Clerk/Tax Collector’s office that the State sends you. Please note: the letter from the State is a little confusing so be patient. This process can take up to several weeks.

4. If your insurance or registration has already expired, or will expire within the next twenty (20) days, please bring to the Town Clerk/Tax Collector’s office your current out-of-state registration and your insurance showing proof of expiration, along with the lien holder or leasing company’s name and mailing address as you may qualify for a “Hardship Registration”.

We will prepare a NH title application and registration and collect your town registration taxes. You will then be directed to a Motor Vehicle substation, where you will pay your registration fees for the State. Sutton will issue a sixty (60) day temporary plate and at some point during that time upon receipt of your out-of-state title, Concord Motor Vehicle will forward your metal plates directly to you.

NH Residents Relocating to Sutton

1. Same as #1 above.