



# Town of New Castle

## New Castle, NH 03854-0367

Settled 1623  
Incorporated 1693

March 17, 2020

Dear Town of New Castle Residents,

The Town Clerk/Tax Collector office will be closed to the public in response to the Coronavirus (COVID-19) epidemic as of March 18 until further notice in keeping with the Board of Selectmen's advisory. Please follow these guidelines for Town Clerk and Tax Collector Services:

DMV - Good advice: plan ahead. Do not leave DMV business to last minute.

Vehicle registration renewals: pay by mail, or drop off in letter slot in Town Hall front door. The state sends out a registration renewal reminder a month before it is due that includes the amounts owed for each vehicle. Do not reduce payment to town by \$3.00/vehicle unless you intend to go to State DMV office to get your renewal stickers. Pay the full amount for each vehicle. Include a self-addressed, stamped envelope (SASE) as stated on the renewal notice.

If you did not receive a notice, but your vehicle renewal is due, send a copy of your current registration via email or mail (email address below) and the Town Clerk will let you know the amounts to be paid. Include your phone number and email address so we may contact you with questions or further instructions.

Renewals will be processed as usual by the Clerk, who will send your new stickers to you in the SASE you include with payment.

If you purchase a vehicle, then get a temporary license plate from the DMV. All temporary plates issued after March 1, 2020 will be automatically extended to April 30, 2020. This is the procedure for purchasing a car in NH or another state.

VITAL STATISTICS: Marriage, death, and birth certificates will be handled by mail. The cost of the first copy is \$15 and additional copies ordered at that time are \$10.00 each. Make checks payable to Town of New Castle. Include a letter stating the full name and the date of the death, marriage or birth, your relationship to this person and reason for the request. (This is the information the

NHVRN requires on the request form.) Include a self-addressed, stamped envelope (SASE). Your document(s) will be mailed to you.

If you need a marriage license, send email, mail or phone the Clerk. It is not necessary to get your license in New Castle to be married in New Castle. You may get a license in any NH town or city that is open.

VOTER REGISTRATION - New voters may register to vote at the May 12, 2020 Town Meeting/Election Day. If you absolutely must register before then, send your request via email, mail, or phone the office and leave a message. The Clerk will respond with a plan. Also the Supervisors of the Check List will hold open hours to register voters in April/May – date to be announced.

PROPERTY TAXES: Delinquent accounts will be billed with additional interest rate next week. Reply by mail.

Any questions? Please let me know.

Priscilla Hodgkins, Town Clerk/Tax Collector

Email: [phnewcastle@yahoo.com](mailto:phnewcastle@yahoo.com)

Phone: 603-431-6710 ext. 11

Mail: PO Box 367, New Castle, NH 03854