

APPOINTMENT OF ASSISTANT TOWN CLERK, AND/OR ASSISTANT REGISTRAR OF VITAL STATISTICS  
File with Elections Services Division, Secretary of the State, 30 Trinity Street, P.O. Box 150470, Hartford CT 06115-0470)

TOWN OF \_\_\_\_\_

I/We hereby certify that the following person(s) was/were appointed to the positions indicated:

**PLEASE NOTE!!** Terms of office **MUST** be listed and **MUST** include beginning and ending dates. For indefinite terms, please provide beginning date followed by the word "indefinite."

_____ (Assistant Town Clerk - Name)	_____ (Term: beginning and ending dates)	_____ (Address of Appointee)	_____ (Signature of Appointee)
_____ (Assistant Town Clerk - Name)	_____ (Term: beginning and ending dates)	_____ (Address of Appointee)	_____ (Signature of Appointee)
_____ (Assistant Town Clerk - Name)	_____ (Term: beginning and ending dates)	_____ (Address of Appointee)	_____ (Signature of Appointee)
_____ (Asst. Reg. Vital Statistics - Name)	_____ (Term: beginning and ending dates)	_____ (Address of Appointee)	_____ (Signature of Appointee)
_____ (Asst. Reg. Vital Statistics - Name)	_____ (Term: beginning and ending dates)	_____ (Address of Appointee)	_____ (Signature of Appointee)
_____ (Asst. Reg. Vital Statistics - Name)	_____ (Term: beginning and ending dates)	_____ (Address of Appointee)	_____ (Signature of Appointee)
_____ (Asst. Reg. Vital Statistics - Name)	_____ (Term: beginning and ending dates)	_____ (Address of Appointee)	_____ (Signature of Appointee)

The appointment(s) listed on this form were made by \_\_\_\_\_ on \_\_\_\_\_ pursuant to the  
Title(s) of Appointing Official(s) Date(s) of Appointment(s)

following law(s): \_\_\_\_\_  
C.G.S. Section(s), charter section(s), or ordinance section(s)

Please fill out **ALL APPLICABLE SECTIONS** that follow:

FOR APPOINTMENTS OF ASSISTANT TOWN CLERKS

(Check, if applicable) Appointment was made under §7-19.

FOR APPOINTMENTS OF ASSISTANT REGISTRARS OF VITAL STATISTICS

(Check, if applicable) Appointment was made under §7-38.

\_\_\_\_\_  
(Signature Town Clerk) (Date signed)

\_\_\_\_\_  
(Signature Town Clerk **OR** Register of Vital Statistics) (Date Signed)

### **Assistant Town Clerks**

Assistant Town Clerks are appointed under the provisions of the town charter or ordinances, or, if the charter and ordinances do not provide for the appointing of Assistant Town Clerks, the Town Clerk appoints under the provisions of Section 7-19 of the Connecticut General Statutes. The Town Clerk must file notice of ALL APPOINTMENTS of Assistant Town Clerks, whether made under the provisions of the town charter, ordinances, or Section 7-19, with the Office of the Secretary of the State within ten (10) days after the appointments are made.

Sample signatures of appointees and term beginning and ending dates for appointees are required by the Office of the Secretary of the State so that the Office can authenticate documents signed by Assistant Town Clerks.

### **Assistant Registrars of Vital Statistics**

Assistant Registrars of Vital Statistics are appointed under the provisions of the town charter or ordinances, or, if the charter and ordinances do not provide for the appointing of Assistant Registrars of Vital Statistics, under the provisions of Section 7-38 of the Connecticut General Statutes. ALL APPOINTMENTS of Assistant Registrars, whether made under the provisions of the town charter, ordinances, or Section 7-38, MUST be reported to the Office of the Secretary of the State within ten (10) days after the appointments are made. Notices of appointments MUST be filed with the Secretary of the State by the Town Clerk who is, ex officio, Registrar of Vital Statistics for the town, or by the elected or appointed Registrar of Vital Statistics.

Not more than four (4) Assistant Registrars of Vital Statistics may be appointed under the provisions of Section 7-38.

Sample signatures of appointees and term beginning and ending dates for appointees are required by the Office of the Secretary of the State so that the Office can authenticate documents signed by Assistant Registrars.