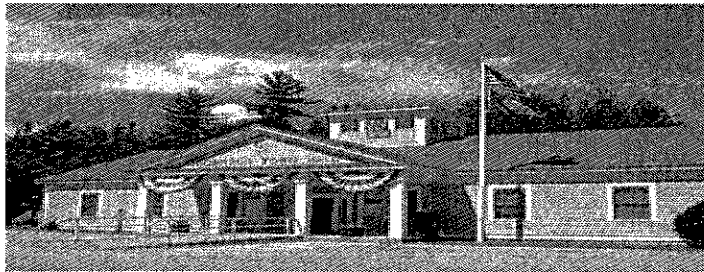




Thornton meetinghouse was erected in 1789

Welcome to the Town of Thornton, New Hampshire!

Our Town was incorporated over 250 years ago and is part of Grafton County. Our small community of approximately 2,200 people is nestled in 15,353 acres of forestland in the beautiful White Mountain National Forest.



Visit the Town Office at 16 Merrill Access Road to register to vote, establish residency, register your dog(s), get a transfer station sticker and register your vehicle(s).

Please find detailed information in this packet regarding the above-mentioned items as well as office hours.

Stay up-to-date on our town by visiting our website @ www.ThorntonNH.org



Visit our website for info. on other services including:

- Elections & Town Meeting
- Marriage & Vital Records ~
- Property Valuation
- ~Ordinances & Regulations -
- Building Services ~ Health Officer ~ Thornton Public Library ~ Campton-Thornton Fire ~ Thornton Police Department ~Thornton Central School ~ Plymouth Region High School ~Speare Memorial Hospital

Town Of Thornton

Town Clerk and Tax Collector/Municipal Agent Offices

16 Merrill Access Road Thornton, NH 03285

Phone: 726-4232 Fax: 726-2078

Website: www.TownofThornton.org

Public Hours

Monday - Thursday 8:00 AM to 4:00 PM

Friday 8:00 AM to 3:30 PM

FIRST & LAST Tuesday of each Month 8:00 AM to 6:00 PM

Motor Vehicle Registrations, Titles, Boat Registrations, etc.:

- Renewal Registration –
 - Try middle of the month – fewer people registering
 - Please do not wait until the very last day to renew as any issues will leave you with an unregistered vehicle
 - Renewal registrations for motor vehicles may be done on-line by going to the Town Website at www.TownofThornton.org
- Be sure to have your previous registration and photo ID for renewals
 - If you do not have your previous registration you must provide in writing the following:
 - Year, make and vehicle identification number
 - License plate number
 - License plate decal number
- For new registrations have the blue Title Application from your dealer or the signed over original title and photo identification
 - Please do not wait until the last day of a 20 day temporary registration as any errors or issues with documents will leave you with an unregistered vehicle
- New residents to Thornton must bring 2 proofs of physical address – See Residency Requirement details
- Two checks or cash are needed to register vehicles & boats
(NO DEBIT or CREDIT CARDS ACCEPTED AT THE OFFICE)

New Voter Registrations, Voter Changes (party, address or name) & Absentee Voting processes:

- These processes must be done by the Town Clerk only pursuant to NH state laws.
- Please contact the office via phone or email at townclerk@thorntonnh.org for available times.

Dog Licenses due by April 30 of each year:

- Please provide the current rabies vaccination certificate
- Renewal dog licenses may be done on-line by going to the Town Website at www.TownofThornton.org

Paying Tax Bills

- If in Person – things get busy as the due date approaches, try to beat the due date
- If by mail – try to beat the due date to avoid interest and penalties
- Please be clear where to apply payments – Parcel Identification number (aka Map/Lot) and the property address should be on the check memo or always include the Tax Bill Stub located at the bottom of the bill or a copy of a statement from the Tax Collector office
- Payments may also be done on-line by going to the Town of Thornton website at www.TownofThornton.org

All of the above transactions, unless otherwise indicated, can be processed by any of the staff in the Town Clerk and Tax Collector offices.

If you need to be in contact with the Town Clerk or Tax Collector for specific issues their hours are as follows:

○ **INTERIM TOWN CLERK, Donna Monti**

- Tuesday 8:00am – 4:00pm
- Friday 8:00am – 3:30pm

Email: townclerk@thorntonnh.org

○ **TAX COLLECTOR/MUNICIPAL AGENT, Desiree L. Mahurin:**

- Tuesdays 8:00am – 4:00pm
- Wednesdays 8:00am – 4:00pm
- Thursdays 8:00am – 4:00pm
- Fridays 8:00am – 3:30pm

Email: taxcollector@thorntonnh.org

2018 HOLIDAYS AND CLOSINGS FOR THE TOWN OF THORNTON, NH

The Town Clerk & Tax Collector Offices will be Closed on the following dates:

New Year's Day (Jan 1, 2018)	Monday	January 1, 2018
Martin Luther King Jr. Day	Monday	January 15, 2018
President's Day	Monday	February 19, 2018
Town Election Day	Tuesday	March 13, 2018
Memorial Day, (observed)	Monday	May 28, 2018
Independence Day	Wednesday	July 4, 2018
Labor Day	Monday	September 3, 2018
State Primary Election	Tuesday	September 11, 2018
Columbus Day (observed)	Monday	October 8, 2018
General Election	Tuesday	November 6, 2018
Veterans' Day (Nov 11, 2017)	Monday	November 12, 2018
Day before Thanksgiving @12 noon	Wednesday	November 21, 2018
Thanksgiving Day	Thursday	November 22, 2018
Day after Thanksgiving	Friday	November 23, 2018
Christmas Eve observed @ 12 noon	Monday	December 24, 2018
Christmas Day	Tuesday	December 25, 2018
New Year's Day	Tuesday	January 1, 2019



Town of Thornton

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16 Merrill Access Road
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RESIDENCY REQUIREMENTS FOR THORNTON RESIDENCE

For establishing residency in Thornton you will need the following:

NOTES:

- Once a person has established residency in New Hampshire pursuant to state laws, you have a maximum of 60 days to register your vehicle(s) and obtain a New Hampshire driver license (RSA 21:6, 259:88, 261:45 and 263:35).
- Pursuant to Thornton Campground Regulations and RSA'S 216-I:1 and 485-A:23- Campsites are for temporary occupancy only and are not to be utilized as the basis of claiming permanent year round residency.

Please include a photo identification:

- A Valid Driver or Non-Driver License (from New Hampshire or from another state)
- A Valid Passport
- A Valid Military ID or other photo identification issued by the US Government Military dependent ID
- Current Employee or School photo identification

Please include a minimum of 2 listed documents below:

(Document cannot be older than 60 days & must show physical residency address not PO Box)

- Lease or rental agreement (properly signed by both parties)
- Any current utility bill with service at residency address provided
 - Fuel (oil, gas or propane)
 - Electric
 - Cable/Dish Service
 - Telephone (for fixed service only)
- A paystub/check, payroll document, or employment contract
- First class official mail such as bank/loan statements
- Property tax bill addressed to residency address
- Landlord/Owner Affidavit (notarized)



NEW HAMPSHIRE
DEPARTMENT OF SAFETY
**DIVISION OF
MOTOR VEHICLES**

New Resident of New Hampshire

Welcome to New Hampshire!

Once a person has established residency in New Hampshire ([RSA 21:6](#) and [RSA 259:88](#)), he/she has a maximum of 60 days to register his/her vehicle(s) and obtain a New Hampshire driver license ([RSA 261:45](#) and [RSA 263:35](#)).

Registrations

How do I register my vehicle?

To register a vehicle owned by you, submit the title, along with proof of residency, to the town or city clerk's office where you reside.

If the vehicle is leased, if there is a lienholder or if the vehicle is title-exempt, submit the following to the town or city office where you reside:

- The out-of-state registration.
- Lease agreement, if applicable.
- Lienholder's name and address.
- Proof of residency.

How much are the fees to register my vehicle?

Registration fees differ for each vehicle. Contact your town or city office.

Do I have to have my vehicle safety and emissions inspected?

Yes. All vehicles must be safety inspected by an Official Authorized Inspection Station. Antique vehicles (vehicles 40 years old or older) are inspected biennially. Vehicles that are newer than 1996 must be emissions inspected ([RSA 266:1](#)).

Titles

What is the process for obtaining a title in New Hampshire?

Title applications are prepared by a New Hampshire city or town clerk or a New Hampshire licensed dealer or a lending institution.

I have moved to New Hampshire, and my title is held by a lien holder. How can I obtain a New Hampshire title?

Contact the city or town clerk where you reside (town or city office).

I have moved to New Hampshire, and my title is held by an out-of-state lien holder. My plates have expired or are about to expire. What should I do?

You may be eligible for a 60-day temporary plate.

Driver License or Non-Driver Identification Card

How can I obtain a New Hampshire driver license or non-driver identification card if I am a US Citizen?

All **first time New Hampshire** license applicants who are US Citizens and who hold a valid out-of-state driver's license may go to any DMV office and must bring Required Driver License Documentation and also must complete an Application For Driver License Or Non-Driver Id Card (DSMV 450).

If applying for a Commercial Driver License, complete an Application For Commercial Driver License (DSMV 312).

How can I obtain a New Hampshire driver license or non-driver identification card if I am not a US Citizen?

All **first time New Hampshire** driver license applicants holding Visas, permanent resident cards, refugees, asylees and employment authorization card holders (EAD), must apply at:

NH Dept. of Safety
DMV - Driver Licensing
23 Hazen Drive
Concord, NH 03305
Telephone: (603) 227-4000

Am I required to turn in my out-of-state driver license or identification card to receive one from New Hampshire?

A person will not receive a New Hampshire driver license unless he/she surrenders to the NH DMV all valid driver licenses in his/her possession issued to him/her by any other state or jurisdiction (RSA 263:4).

Will I receive my driver license or non-driver identification card on the same day I apply?

All applicants will receive a 60-day paper temporary. The permanent license or non-driver identification card will be mailed to the applicant within 60 days.

Adobe Acrobat Reader format. You can download a free reader from Adobe.

New Hampshire Division of Motor Vehicles | 23 Hazen Drive | Concord, NH 03305
TDD Access: Relay NH (800) 735-2964



REAL ID COMPLIANT IDENTIFICATION AND RESIDENCY REQUIREMENTS

United States Citizens



To obtain a REAL ID COMPLIANT ORIGINAL NH Driver License or Non-Driver Identification Card, you must provide **proof of identity, Social Security number and NH residency (legal physical address)**. You must provide these items even if you are transferring a compliant card from another state. Please see the bottom of the page for additional requirements needed for driver license applicants less than 18 years of age.

****IMPORTANT:** *If your current name is different than your birth name on the document you are providing, you must also provide legal documentation (issued by a city, town, state, court or federal agency) to prove your name change, i.e., marriage certificate, civil union certificate or divorce decree*

1 OF THE FOLLOWING ITEMS TO SHOW PROOF OF IDENTITY

- An original or certified copy of your birth certificate issued by a city, town, state, court or federal agency with a raised seal or stamp of the issuing authority (this would include US Citizens born abroad or a US Department of State issued birth certificate). **IF YOUR NAME HAS CHANGED FROM WHAT IS LISTED ON YOUR BIRTH CERTIFICATE, PLEASE SEE IMPORTANT INFORMATION ABOVE****
- Certificate of Naturalization
- A valid unexpired U.S. Passport or U.S. Passport Card

Please note: Driver Licenses or driver privilege cards from other States are not acceptable as proof of identification.

1 OF THE FOLLOWING ITEMS TO SHOW PROOF OF SOCIAL SECURITY NUMBER

- Social Security card issued by the Social Security Administration (SSA). Social Security cards that are laminated, or that are tattered and worn will not be accepted
- Paystub with full Social Security Number
- W-2 statement with full Social Security Number
- 1099 statement with full Social Security Number

2 OF THE FOLLOWING ITEMS TO SHOW PROOF OF NH RESIDENCY

- Valid, non-expired NH Driver License or Non-Driver ID Card
- A title application prepared by a Town or City Clerk or Tax Collector (must not be marked "Non Resident")
- Valid NH Vehicle Registration Certificate (Boat Registration is not acceptable)
- Lease, rental agreement or deed with property address (properly signed by both parties)
- Property Tax (real estate) bill for the current year at the address provided
- Direct verification by a parent or guardian (if parent or guardian is not present, verification must be notarized)
 - ➡ A notarized letter from a property owner or current resident at the address provided
 - ➡ A mortgage statement at the property address provided
 - ➡ Any current utility bill or delivery of service bill with "**For Service At**" address provided
 - Gas (natural or propane), Electric, Oil, Water/Sewer, Cable/Dish Service or Telephone (for fixed service only)
- ➡ A government check or a government document issued by an official in the municipality (NH town or city) of residence
- ➡ A payroll check, payroll document, or employment contract

Documents indicated with a red arrow (➡) must be dated within the last sixty (60) days

TRANSFERRING FROM ANOTHER STATE: The applicant's out-of-state Driver License must be relinquished (RSA 263:4)

RENEWAL: Current Valid NH License ONLY or a NH license that has not been expired for more than one (1) year. If no photo/digital image is on file, the applicant will be treated as an original applicant

DUPLICATE: If photo/digital image is on file, nothing further is required. If no photo/digital image is on file, the applicant will be treated as an original applicant

UNDER 18: Driver Education Certificate, Parental Authorization Certificate, Driver's Certification of Additional Supervised Driving are also required



Town of Thornton

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TITLE REQUIREMENT FOR NEW RESIDENTS TO NH WITH A LIENHOLDER

New Hampshire registration laws and regulations require that an applicant for registration of a vehicle previously registered in another state must present a title of the vehicle when registering.

It is the responsibility of the applicant to contact the bank, credit union or other lending institution and request them to comply with our request and forward the title to:

Town of Thornton, NH - Office of Town Clerk
16 Merrill Access Road
Thornton, NH 03285
Phone: (603)726-4232

**** Please enclose a copy of this completed form with the title documents**

It is very important to verify the address where your title is being held, because once the NH title is prepared it will be returned to the appropriate lending institution who will retain it until the loan has been paid. (RSA 261:9)

If you or your lending institution have any further questions regarding NH title laws please contact:

NH Bureau of Title & Anti-Theft
10 Hazen Drive.
Concord, NH 03305
Phone: (603)271-3111

IMPORTANT: Pursuant to NH RSA 263:35 a new resident to NH has a maximum of 60 days from the date of residency to obtain registrations and driver's license for the state of New Hampshire.

Applicant Name: _____ PHONE: _____

Signature: _____

Applicant Name: _____ PHONE: _____

Signature: _____

ADDRESS: _____ Loan Acct #: _____

VEHICLE DESCRIPTION: Year: _____ Make: _____ Model: _____

VIN: _____



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LANDLORD/OWNER AFFIDAVIT

For the person living with an existing Thornton resident who **OWNS** the property or
For the person renting/leasing the property from the owner **WITHOUT** a lease agreement

Used As One Proof of Residency

Tenant(s)/Resident: Take this form to the property owner and have him/her completely fill out all the information needed to verify that you do reside at the property. **You must show Photo identification, and one other piece of evidence as indicated on the RESIDENCY AFFIDAVIT form.**

I, _____ (*print*) swear under penalty of perjury that

_____, (*print*) Thornton New Hampshire

Property Owner Signature

Date

Notary Signature: _____ Expiration Date: _____

The penalty for perjury is a class B felony with a maximum sentence of imprisonment not to exceed seven (7) years and/or a fine not to exceed \$4,000

Property Owners signature must be notarized.

I, _____ (*please print*) do solemnly swear that I live at the above address and
have supplied the above information regarding my identity.

Signed under penalty of unsworn falsification

Date

The penalty for perjury is a class B felony with a maximum sentence of imprisonment not to exceed seven (7) years and/or a fine not to exceed \$4,000.

Verified by: _____
Municipal Agent Staff

(SEAL)



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RESIDENCY AFFIDAVIT

Must show photo identification along with two proofs of residency

I, _____, declare and sign under penalty of unsworn falsification that I am a **resident** of Thornton, New Hampshire, and of no other state and I reside at:

Street & Number _____

With a mailing address of _____

Town _____

Telephone number _____

I (We) do _____/do not _____ have a dog(s). *(Please check one)*
NH RSA (466:1) Dogs need to be licensed *each year* before May 1st.
Bring current rabies certificate and spaying or neutering Certificate.

Resident Signature: _____
Signed under penalty of unsworn falsification

_____ Date

The penalty for perjury is a class B felony with a maximum sentence of imprisonment not to exceed seven (7) years and/or a fine not to exceed \$4,000

FOR OFFICE USE ONLY

Photo identification and two proofs of residency were presented as follows:

- _____ Photo driver's license issued by (State) _____ (license #) _____
- _____ Military or Government photo identification issued by US Government
- _____ Passport (country) _____ (number) _____
- _____ Employee or School photo identification
- _____ Other. _____

Residency Documentation Presented (dated within 60 days & must show **physical residency address not PO Box**):

- ___ Lease or Rental Agreement (signed) ___ First class official mail such as bank/loan statements
- ___ Utility Bill _____ ___ Property tax bill addressed to residency address
- ___ Paystub/check showing residency address ___ Landlord/Owner Affidavit
- ___ Other _____

Verified by: _____
Municipal Agent Staff

(SEAL)

NH RSA 263:35 Non Resident Who Establishes A Residency In A State

...any non-resident driver of a motor vehicle who holds a valid driver's license in another jurisdiction, upon the establishment of a bona fide residency in this State, shall have a **maximum of 60 days** from the date his residency was established to obtain a **drivers license issued by the state of New Hampshire**.



*Welcome to the
New Hampshire
Secretary of State's
New Web Site*

WWW.SOS.NH.GOV

How to Register to Vote

Frequently Asked Questions

Who can register to vote?

New Hampshire residents who will be 18 years of age or older on the day of the next election, and United States citizen. There is no minimum period of time you are required to have lived in the state before being allowed to register. You may register as soon as you move into your new community.

Where and how do I register to vote?

You may apply to your town or city clerk's office. You will be required to fill out a standard voter registration form.

You may also register with your community's Supervisors of the Checklist. By law, the supervisors are required to meet on the Saturday 10 days prior to each election. Check the local newspaper(s) or call your clerk's office for the date and time of such meeting. If you live in a city, you may register with the Registrar of Voters at city hall.

Qualified individuals may register to vote at the polling place on election day at all elections.

*No matter when or where you register to vote, you will be required to fill out a standard voter registration form, and **you will be asked to show proof of identity, age, citizenship, and domicile.** These qualifications may be established by signing affidavit(s).*

Can I register absentee?

If you meet the state's requirements and qualifications and are unable to register in person because of physical disability, religious beliefs, military service, or because of temporary

absence, you may register by mail. You should request an absentee voter registration affidavit and a standard voter registration form from your town or city clerk. The absentee voter registration affidavit must be witnessed and then **both** the affidavit and the voter registration form are to be returned to your town or city clerk.

College Student Voting

New Hampshire election law provides college students with a special privilege when determining where they register to vote. A college student in New Hampshire may choose as his/her voting domicile, either the domicile he/she held before entering college or the domicile he/she has established while attending college. New Hampshire law provides the following definition of domicile:

An inhabitant's domicile for voting purposes is that one place where a person, more than any other place, has established a physical presence and manifests an intent to maintain a single continuous presence for domestic, social, and civil purposes relevant to participating in democratic self-government. A person has the right to change domicile at any time, however a mere intention to change domicile in the future does not, of itself, terminate an established domicile before the person actually moves.

Under no circumstances may college students retain two voting domiciles. Like any other citizen, college students have only one voting domicile and may only cast one vote in any election. A student of any institution may lawfully claim domicile for voting purposes in the New Hampshire town or city in which he or she lives while attending such institution of learning if such student's claim of domicile otherwise meets the requirements of the paragraph above.

The following is not legal advice and is meant only to provide you with information that may help you make an informed decision regarding where to vote. If you have questions, you are encouraged to consult with your parents, legal advisor or college officials. Changing your legal address may impact other things such as: health insurance, car insurance, taxes, grants/scholarships. Many legal interests, such as your in-state versus out-of-state tuition status is not affected by establishing your voting domicile in the municipality where you live while attending college.

If you have questions about the election laws, the complete laws are available at www.state.nh.us/sos/statutes.htm. Questions may also be directed to the Secretary of State's Office at 603-271-3242 or to your town/city supervisors of the checklist or clerk. If you believe your rights as a voter are being denied you may file a complaint with the Attorney General's Office by calling toll free 1-866-868-3703 (1-866-voter03).

DOG REGISTRATIONS DUE

*All dogs 4 months old or older must be registered in the
Town Clerk's office by April 30*

- PUPPY (4mth – 7mth) \$ 6.50
- SPAYED/NEUTERED \$ 6.50
- FEMALE/MALE \$ 9.00
- GROUP KENNEL (5 or more dogs) \$20.00

OWNER OVER 65 \$ 2.00*(first dog only @ this rate all others @ rates above)

IMPORTANT: Be sure to bring updated **Rabies Vaccination Certificates**
and **Certificate of Spaying/Neutering** for each dog being registered.

A \$25.00 civil forfeiture fee shall be assessed if not licensed by June 1st
Pursuant to RSA 46.6:13.

You can go to townofthorntonnh.org to register your dog online!