



**ORDERING COPIES OF DOCUMENTS FROM MICROFILM—USE THIS FORM—REQUESTS MUST BE IN WRITING—READ THIS FORM FULLY AND CAREFULLY**

DATE OF REQUEST: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP CODE: \_\_\_\_\_  
 PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF WHAT YOU ARE LOOKING FOR: \_\_\_\_\_  
 \_\_\_\_\_

To place an order for copies of documentation from microfilm – describe what you are looking for – i.e. – septic plans, inspection report, engineering report of (date):

- \_\_\_ Email to: bgs-recordscenter@state.vt.us
  - \_\_\_ FAX: 802-828-3710
  - \_\_\_ Written Letter to: VT Dept of Buildings & General Services  
 US Route 2, Middlesex, Drawer 33  
 Montpelier, VT 05633-7601
- Include payment in the form of a check payable to the State of Vermont

**Payment Method: *DO NOT give credit card information via email or fax.***

**Follow-up with phone call to Reference/Research staff at (802) 828-3286 to provide required credit card information.**

The fees as of 03/09/2005 are \$0.75 per page of correspondence and between \$1.25 to \$2.50 per page of plans.

**WRITE DOWN THE FOLLOWING INFORMATION FOR YOUR PROJECT**

- 1) Microfilm No. for Correspondence: \_\_\_\_\_
- 2) Microfilm No. for Plans: \_\_\_\_\_ Plan No. \_\_\_\_\_
- 3) Permit No. \_\_\_\_\_
- 4) Applicant/Project name: \_\_\_\_\_
- 5) Town in which project is located: \_\_\_\_\_
  
- 6) If the document is a PLAN, write down the handwritten document No. that appears on each plan. If the document you want a copy of is on the CORRESPONDENCE microfilm, start at the beginning of the file for the project you are interested in and count the number of pages from the beginning of the project file to the document you want a copy of. When you talk to someone at Public Records, let them know how many pages your document is form the beginning of the project file (not from the beginning of the microfilm) and a description of the document (letter from Jones to Smith dated 7/8/89 for example).