

## **Marriage Licenses**

- Licenses issued Tuesday through Friday between 10:00 a.m. and 5:00 p.m. No appointment necessary
- Both parties must be present
- Both parties must be over the age of 18
- The fee is \$40
- A person is required to establish proof of age and identity by submitting to the issuing Clerk one each of the following types of documents:

Choose **one** of the following age related documents:

1. Birth Certificate (original/certified copy, with notarized translation if in a foreign language)
2. Baptismal record (original/certified copy, with notarized translation if in a foreign language)
3. Naturalization record

**And** choose **one** of the following identity related documents:

1. Driver's license
  2. Passport
  3. Employment ID
  4. Immigration record
- Both parties must come in person
  - Any previously married persons must provide a copy of date or death or copy of all divorce papers, whichever is applicable
  - There is a 24-hour waiting period before license can be used and the license is good for 60 days

## **Death Certificates and Birth Certificates**

- If a person died or was born in Cuba, certificate will be on file in this office
- Copies are available to next of kin for a Death Certificate and to the person named on the Birth Certificate, or to the parents named on the Birth Certificate at \$10 per certified copy
- Genealogy certificates are available at \$22 per copy
- Identification is necessary (see reverse side of applications)
- Check or money order is payable to Nancy Orcutt, Registrar

## **Dog Licenses**

Aside from being a New York State Law that dogs are to be licensed, the following are some legitimate benefits to licensing:

- Licensing provides each dog a unique identification number that is permanent for the life of the dog. This numbering system has proven efficient and essential means of identifying particular dog and the owner
- Licensing provides an avenue through which there is an initial and continuing protection against rabies through the requirement of a current rabies vaccination at the time of licensing and renewal. The copy of rabies vaccination certificate, on file in a clerk's office, may provide the only source of crucial information in a dog bite incident

### **What dogs must be licensed**

Every dog owned and harbored in New York State for more than 30 days with the following exceptions:

- Dogs less than 4 months of age not running at large (off the owners property)
- A non-resident brings their currently licensed dog in New York for less than 30 days
- Dogs confined to the premises of any public or private animal hospital or research institution

### **Dogs**

1. Licenses are valid for one year; a rabies vaccination is required for the length of the license
2. Rabies vaccinations are valid for 1 to 3 years or exempt for 1 year with a valid rabies certificate issued by your veterinarian
3. Fee is \$10 for a spayed/neutered dog and \$18 for un-spayed/un-neutered dog
4. There is no charge for Service or Working Dogs (same paperwork is necessary to license plus a letter from the "employer" of the dog stating his is a service or working dog)
5. All pertinent information is submitted to the clerk to issue the license
6. An assessed late fee is added to all licenses paid after the due date

## **Sporting Licenses**

- Must be 16 years of age (special requirements for 12-14)
- Must have the required hunter education courses (not required for fishing)
- Fees vary depending on the type of license
- Available to residents and non-residents

## **Building Permits**

- Applications are issued from this office
- All requested information must be filled in on both the Applications for Construction Inspection and the Construction Specifications
- Include a site plan drawn to scale as closely as possible and submit it with the application
- Permits may be mailed or dropped off at the Town Clerk's Office
- Include a self-addressed, stamped envelope for mailing the approved Building Permit
- Specific questions on construction can be answered by Walt Putt at (716) 378-7255