

# TOWN CLERK'S OFFICE SERVICES

## ISSUES PERMITS AND LICENSES

Issues permits and/or licenses for Dogs, Garage Sales, Hawking/Peddling/Soliciting, Games of Chance, Parking for the Disabled, Yardwaste Facility, Marriages, Parade Vending, Waste Collectors, Auctions, Fireworks, Carnivals, Going out of Business Sales, Junkyards, Taxicabs, E-Z Pass and Fishing/Hunting.



## REGISTRAR OF VITAL STATISTICS

Maintains all Birth, Death and Marriage license records within the town. Issues Birth and Death Certificates, Burial Permits, Marriage Licenses as well as Genealogical services.



## RECORDS MANAGEMENT OFFICER & RECORDING SECRETARY

Maintains Town Board Records, Vital Records, processes Freedom of Information Requests (FOILS). Custodian of all Town records. Responsible for the active files, storage and disposition of inactive records and the careful maintenance or archival material.



## FILING OFFICER

Maintains records of adopted Town Ordinances and Local Laws, Town Oaths of Office, Contracts, Agreements, Resignations, Retirements, Petitions, Proof of Publications, Annual Budgets, Assessment Rolls, Fiscal Reports, Liability Insurance Coverage, Notices of Claim, Notices of Work Related injuries/illnesses, Bond Anticipation Notes, Zoning Ordinances and Maps. Maintains public Town Clerk's bulletin board, advertises and receives bids for purchase of town materials, files Burial Permits from cemeteries located within the town.

