

**Dennis Weiss
Town Clerk/Tax Collector/Registrar
Town of Kingston
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Kingston, NY 12401**

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The Office of the Town Clerk is a diversified position with many duties and responsibilities that are contained mainly in Section 30 N.Y.S. Town Law. The Town Clerk is the legal custodian of all town records, therefore is also the town's Records Management Officer responsible for the creation and maintenance of a comprehensive Records Management Program. He is responsible for issuing all dog licenses, marriage licenses, vender's/permit's permits, handicapped parking permits, and other licenses mandated by various state and local laws.

The Town Clerk must also complete and accurately record the proceedings of each Town Board meeting. In addition, the Town of Kingston Town Clerk serves as Records Access Officer who accepts and processes FOIL (Freedom of Information) requests. The position is elected and carries a four year term.

The Town Clerk is responsible for certifications of documents, Oaths of Office, Publishes Legal Notices in accordance with State Law, and Certifies and files all Local Laws with the NYS Dept. of State.

The Town Clerk is responsible for all fees received during the month. Monthly financial reports are prepared with remittance of fees collected to State Agencies and local revenue turned over to the Town Supervisor.

The Town Clerk publishes Bid Notices, receives sealed bids, conducts bid openings, submits bids to Town Board for bid award, and notifies successful bidder. The Town Clerk is the publisher of the monthly e-mail newsletter, maintains the Town of Kingston's Facebook page (I'm From

Sawkill), and schedules use of the Town Hall, the pavilion and any Town equipment.

The Town of Kingston's Town Clerk Office has all birth and death certificates for anyone who was born or died in the Town of Kingston.

If the person was born or died in one of the Kingston Hospitals (Kingston, Benedictine or Health Alliance) please contact the City of Kingston's City Clerk. Their website is Kingston-ny.gov or call the city clerk at (845) 334-3914.

How to obtain a record:

Birth: There is a \$10.00 fee per document. Complete the request for birth certificate form, or send a letter stating name, date of birth, father's name, mother's maiden name, reason for request, and relationship to person whose record is requested. Enclose a photocopy of acceptable ID and a check or money order made out to the Town of Kingston.

Death: There is a \$10.00 fee per document. Complete the request for death certificate form, or send a letter stating name of deceased, date of death, your relationship to the person whose record is requested, and reason for your request. Enclose a photocopy of acceptable ID and a check or money order made out to the Town of Kingston.

TYPES OF ACCEPTABLE IDENTIFICATION

1. Driver's license
2. Non-Driver's license
3. Passport
4. Naturalization Papers
5. Military ID
6. Employer's Photo ID
7. Two utility bills, showing applicants name and address
8. Police report of lost or stolen ID

*Please note: Persons eligible to receive a copy of a birth certificate are the person themselves, a parent listed on the birth certificate or a guardian with proof of legal custody.

**Please note: Persons eligible to receive a death certificate the parents, siblings, spouse and children of the deceased. All others must show documentation of a lawful right or claim. Proof of lawful right or claim would consist of an official letter verifying that in order to process a claim they require a copy of the requested death record.

The following forms are available on this website in the “Forms” section:

Birth Record Request

Building Permit Form (Two pages)

Change of Billing Address Request

Death Record Request

Freedom Of Information Law (FOIL) Request

Marriage Record Request

Use of Town Properties Request

Frequently Asked Questions

How do I get copies of Town records?

A written request (FOIL Application) must be submitted for access to records. Be specific as possible when requesting documents. Copies of all paper records cost \$.25 per copy excluding large maps. Request for Birth, Death, and Marriage Certificates is not covered under FOIL and an application must be completed.

Must I license my dog and how can I do so?

All dogs in New York State, at least four months of age, must be licensed. A dog license cannot be issued without proof the dog has an up-to-date rabies vaccination. The fee is \$15.50 for dogs not spayed/neutered, and \$8.50 for dogs that are. Proof of spaying/neutered must be submitted to the Clerk’s office before the discount can be given. Licenses are renewed once a year. The Town gives a \$5.00 senior citizen discount.

Where can I register to vote?

The Town Clerk’s office has applications for voter registration and absentee ballot. Applications are also available at the Ulster County Board of Elections. They are located at 284 Wall Street, Kingston, NY 12401. (845) 334-5470.

What is needed to obtain a marriage license?

Both the bride-to-be and groom-to-be must be present when applying for a marriage license. The fee is \$40.00. It must be obtained at least 24 hours prior to the ceremony and is valid for 60 days. Proof of ID, such as driver's license and birth certificate, must be presented as well as final divorce papers (if applicable). The license will be issued while the couple waits. After the marriage is complete, the couple will receive an original marriage from the Town Clerk by mail. Each additional copy costs \$10.00.

Where do I obtain a Handicapped Parking Permit?

The Town Clerk's Office issues Handicapped Permits for Town of Kingston residents only. Handicapped Permits are issued at no cost. Driver I.D. or Non-Driver I.D. Card required for proof of residency.

How do I get a Burning Permit

Burning Permits are given out by the Sawkill Fire Department Chief and his Assistant Chiefs with rules and guidelines set by the State.

How can I reserve the pavilion, town hall or the fire hall?

To reserve the fire hall – please call the Sawkill Fire Department Chief

To reserve the town pavilion or meeting hall – please call the town clerk at 336-8853 ext. 13.