

Saratoga County Clerk's Office

40 McMaster Street

Ballston Spa, New York 12020

FAQ's

from the County Clerk's Office

Are your records available on-line?

We have scanned over 10,000,000 pages of records that are now available on our public computers, and also available through a Pilot Program to access these records on-line. The records are in two different programs. One program, "Solutions," allows the user to access mortgages, deeds, discharges and other recorded documents dated from 1988 to the present. The user can search for records by entering name, date or type of instrument. The other program, "Saratoga Index (Infodex)," allows the user to search older records – those recorded from the late 1700s to 1988. In this program, the user can bring up the pages of old indexes, search a name and find the precise book and page of the instrument. Then the user enters the book and page number to locate the mortgage, deed or other document that they are looking for. In order to have access to our records on-line, you must apply for a password. [Click Here](#) to be redirected to the On-Line Records Application. We require a password in order to protect our records and protect people's privacy and ensure that the people using them are not accessing these records for fraudulent purposes. Please note that confidential records – records that are sealed by the court - are not available to the public, neither in our office or on-line. The Saratoga County Clerk's Office has over 12.5 million images in our electronic record system.

How can I get a copy of my deed?

If you are able to come to our office, our "Help Desk" will assist you in locating a document. ALL deeds, mortgages, discharges, assignments, etc. from the late 1700s to the present are now on our computer system. There is a \$.50/page fee for copies. We do not accept debit or credit cards. If you are unable to come to our office, a copy may be obtained by mail. The fee for searching your deed is \$5.00. In addition, the charge for copies of documents by mail is \$1.25 per page. Send a SASE with your check or money order to County Clerk, 40 McMaster Street, Ballston Spa, NY 12020. We do not accept out-of-state or starter checks.

How can I obtain a copy of an unsealed civil court record?

Our court records from 1988 forward are available on our public computer. Court Records prior to that are available on microfilm. You may come in and print a court record at .50 per page. If you are unable to come in, you may send a request by mail to have our staff locate and print a record for \$1.25 per page. The fee for searching your deed is \$5.00. In order to find out how many pages are in the document, you may call (518)885-2213, ext 4420 or email countyclerk@saratogcountyny.gov and we will let you know how many pages are in the document you will be requesting. Send a SASE with your

check or money order to County Clerk, 40 McMaster Street, Ballston Spa, NY 12020. We do not accept out-of-state or starter checks.

How do I obtain a copy of my marriage license?

Marriage licenses are located in the town clerk or city clerk's office in which the person purchased the marriage license. This is not always the same as the place where the couple was married. If you are unaware of the municipality in which the license was purchased, a copy can also be obtained from the New York State Department of Health. Information can be found on their web-site at www.health.state.ny.us.

How do I obtain a copy of my divorce?

You may come to our office with photo identification. There is a \$5.00 fee for certification and a \$1.25 fee for each page over four. To obtain a copy by mail, you must have a letter of request with your signature notarized with full acknowledgment. Please send a self-addressed stamped envelope. We do not accept out-of-state checks, therefore out-of-state residents should send a money order. These records are only available to the parties in the action or their attorney.

How do I obtain a copy of a birth or death certificate?

Birth and death certificates are found in the town or city in which the person was born or died. Contact the Town Registrar or City Registrar of that municipality. The New York State Department of Health also retains vital records. For further information, you can contact the New York State Department of Health at www.health.state.ny.us.

How do I find adoption records?

Adoption records are permanently sealed in accordance to Domestic Relations Law Section 114. The records may be disclosed only by a court order. The New York State Department of Health maintains an adoption information registry at www.health.state.ny.us/vital_records/.

Genealogy – what records do you have to help me with my search?

Our office maintains many Census Records from 1855 available for searching. We also have naturalization records from 1791 to 1955. If you are unable to come in, you can call our office or email us at countyclerk@saratogacountyny.gov, and we will be able to tell you if we have naturalization records in the name you are searching. There are many other records of interest in the Historian's Office and in other offices throughout the county. A list of archival records in municipalities and historian's offices in Saratoga County can be found on our Archival Records Initiative.

Where can I find a copy of a will?

Wills are filed in Surrogate Court. They are located in Building 3 of the Saratoga County Complex and their phone number is (518) 884-4722.

Can I file a DBA certificate in your office?

DBA certificates (Assumed Name or Partnership) can be filed in our office. The fee to file a certificate or file an amended certificate is \$25.00. To certify a prepared copy, the fee is \$5.00. You can download a copy of the DBA or Partnership forms from the home page of the County Clerk's site. There is no fee to file a discontinuance.

How do I transfer a pistol permit?

If your pistol permit is currently on file in Saratoga County and you are transferring it to another county, you must contact the Sheriff's Department at 885-6761. If you currently have your pistol permit filed in another county and must have it transferred to Saratoga County, you should contact

the Sheriff's Department in the county in which the permit is currently on file. There is a \$5.00 fee for Saratoga County and a \$5.00 fee for the other county.

How would I find out the current ownership of a piece of property?

For the most current information, contact the Tax Assessor's Office in the municipality where the property is located.

Can I obtain fishing and hunting licenses in your office?

Fishing and hunting licenses are not available in the County Clerk's office. They are available in most town clerks' offices and also in many sporting goods stores.

What newspapers must I use to publish my LLC?

The following newspapers have been designated by Kathleen A. Marchione, Saratoga County Clerk for purposes of publishing LLC (Limited Liability Corporations). Must file in one daily and one weekly newspaper. Newspaper and weekly should be distributed in vicinity of business location. Weekly newspapers must be subscription based to meet NYS requirements for LLC publication.

Daily Papers

Daily Gazette

legals@dailygazette.net

2345 Maxon Road Extension

Schenectady, NY 12308

885-6705/ 382-1100

(Serving Ballston, Charlton, Clifton Park

Halfmoon, Malta, Milton, Waterford)

Times Union

tulegals@timesunion.com

PO Box 1500, News Plaza

Albany, NY 12212

454-5694

(Serving Halfmoon, Waterford, Clifton

Park, Malta and Saratoga Springs)

Saratogian

legals@saratogian.com

20 Lake Ave.

Saratoga Springs, NY 12866

584-4242

(Serving Saratoga Springs, Greenfield,

Northumberland, Saratoga, Wilton)

Post Star

legals@poststar.com

Lawrence & Cooper Street

Glens Falls, NY 12801

792-3131

(Serving Moreau, Corinth, Hadley)

Weekly Newspapers

Ballston Journal

legals@theballstonjournal.com

PO Box 319

Ballston Spa, NY 12020

885-5238

(Serving Ballston Spa, Milton, Charlton)

The Express

www.mechanicvilleexpress.com

PO Box 608, 138 N. Second Ave

Mechanicville, NY 12188

664-3335

(Serving Mechanicville, Stillwater)

Community News

legals@saratogian.com

20 Lake Ave.

Saratoga Springs, NY 12866

584-4242

(Serving Clifton Park, Halfmoon)

What documentation do I need for a passport?

First time applicants need the following:

- Proof of U.S. citizenship
- Proof of identity
- Two recent, identical passport photos, which can be taken here at the County Clerk's Office for a fee of \$10.00 (separate check or cash). (We do not take pictures of children under the age of 2)
- Effective July 13, 2010. \$110.00 for persons age 16 or over or \$80.00 for persons 15 and under payable to the U.S. Department of State (separate check); plus a \$25.00 processing fee payable to Saratoga County Clerk (separate check or cash). For faster processing, you may request expedited service. The additional fee is \$60.00 and is also payable to the U.S. Department of State.

Passport Card:

- Same identification requirements as passport.
- Effective July 13, 2010. 10 year passport card if 16 years or older \$30.00, 5 year passport card (under 16 years of age) \$15.00 (separate check – no cash), payable to the U.S. Department of State (separate check – no cash); plus a \$25.00 processing fee payable to the Saratoga County Clerk (separate check or cash).

Passport applications can be obtained in County Clerk's Office or can be downloaded at www.travel.state.gov.

Special requirements for children under the age of 16:

- Both parents or the child's legal guardian(s) must appear with the child and present the following:
- Evidence of the child's U.S. citizenship
- Evidence of the child's relationship to parents/guardians(s)
- Parental identification

If only one parent appears you must also submit one of the following:

- Second parent's written statement consenting to passport issuance for the child
- Primary evidence of sole authority to apply
- A written statement (made under penalty of perjury) explaining the second parent's unavailability

Special requirements for children aged 16 and 17:

- Each minor child shall appear in person
- For security reasons, parental consent may be requested
- If your child does not have identification of his/her own, you need to accompany your child and present identification
- *EACH MINOR CHILD APPLYING FOR A PASSPORT SHALL APPEAR IN PERSON, as directed by Regulation 22CFR51, effective February 1, 2004.*

What form of payment does the County Clerk's office accept?

The County Clerk's office accepts cash, checks or money orders. We do not accept credit cards or debit cards.