



Saratoga County Clerk's Office

Craig A. Hayner, County Clerk

Saratoga County Municipal Center
40 McMaster Street, Ballston Spa, NY 12020
Telephone (518) 885-2213 FAX (518) 884-4726

Frequently Asked Questions

Question: Are your records available online?

Answer: The Saratoga County Clerk's Office has approximately 15 million documents digitally imaged and available for viewing and printing using our on-line records system. These documents include all of our land records dating back to 1791. Currently there is no charge for the use of this system, but you will need to apply for access. The following is how to apply:

Go to our Website at www.saratogacountyny.gov > Go to departments at the top of the page and click on County Clerk. Scroll to the bottom of the page and click on On-Line Records Application. You will be redirected to a web form. Fill in the required fields and click on submit. The process for activation usually takes 3 to 5 business days and you will be notified via e-mail with your approval and a link to access the site.

For additional property research, the Saratoga County Real Property Department's Assessment Database contains information on-line that may help with your quest also. They also have a link to the auction flier that may help you out.

To get to their page go to our website and click on Real Property Tax Service instead of County Clerk and you will find the links as you scroll down the page.

Question: How can I get a copy of my deed?

Answer: If you are able to come to our office, our "Help Desk" will assist you in locating a document on our computers and printing it out for you for a fee of \$.50 a page. We do not accept credit or debit cards, only cash or in state check. If you are unable to come to our office, you can sign up for online access (see above), or you can obtain a copy by mail. The fee for searching your Deed is \$5.00 for every 2 years searched. In addition, the charge for copies of documents by mail is \$1.25 per page. Send a Self Addressed Stamped Envelope with your check or money order to the Saratoga County Clerk's Office at 40 McMaster Street, Ballston Spa, NY 12020. We do not accept out of state checks.

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

Answer: Our court records from 1988 forward are available on our public computers in our office and can be obtained in the same way a Deed is obtained (as stated above.) These records (i.e. divorces, incorporations, adoptions) are also available by using our online records or can be obtained by requesting a copy by mail in the same way as above.

Question: How do I obtain a copy of my divorce?

Answer: Divorce documents are sealed records and are only available to the persons named in the case or their attorney of record. You may come to our office with photo identification and fill out a form that we will notarize to grant you access to your divorce. There is a \$5.00 fee for a certified copy up to 4 pages and \$1.25 for any pages over 4. 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 for us to mail it back to you with an in-state check or money order for payment.

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

Answer: The Saratoga County Clerk's Office maintains many Census Records from 1855 available for searching. We also have naturalization records from 1791-1955. These records are available in our office and online (see above for directions on getting online access). There are also many other records of interest in the Historian's Office and in other offices throughout the county.

Question: Can I file a DBA Certificate in your office?

Answer: DBA Certificates (Doing Business As) can be filed in our office. We have the forms available in our office for a fee of \$1.00 or you can print them from our website for no charge. The fee to file a DBA or an amended DBA is \$25.00. To get a certified copy of your DBA it is \$5.00. There is no fee to file discontinuance.

Question: How do I transfer a Pistol Permit?

Answer: 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 Clerk's office and a \$5.00 fee for the other county.

Question: Where can I find a copy of a will?

Answer: Unless a will is dealing with Real Property, they are filed in Surrogate Court. Wills dealing with Real Property can be filed in the County Clerk's office. Surrogates Court is located in Building 3 of the Saratoga County Complex and their phone number is 518-451-8830.

The following questions pertain to things done in other agencies besides the County Clerk's Office

Question: How do I obtain a copy of my marriage license?

Answer: Marriage licenses are located in the town or city clerk's office where 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 website at www.health.state.ny.us.

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

Answer: 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.