

Records Management

Many of our land and court documents date back to 1791. Our office maintains many documents of historical significance such as the Solomon Northup papers, naturalization records, and census records.



Solomon Northup
Papers



1901 Naturalization
Papers



1890 Census
Town of Hadley

How to Get Online Access to 17 Million Public Documents of the Saratoga County Clerk's Office

Did you know you can search our public records from the convenience of your home or office? By filling out a quick application on our website you will be able to access our public records 24/7. To sign up, please go to: www.saratogacountyny.gov/departments/saratoga-county-clerk/ and click on Online Records Application.



*Approval of the online records application may take 1-2 business days. At that time you will receive an email with the website and your username and password to get you started.

Passport

The Saratoga County Clerk's Office is a Full Service Passport Agent for the U.S. Department of State. We process new applications and take photos for Passport Books or Cards for our customers.



Notary

We have several notaries on staff that will notarize documents at no cost during our regular business hours; proper identification is required. We also process Notary renewals for individuals for a nominal fee of \$60. A license renewal request may be done by mail or in person.

Filing Business Certificates (DBA's)

The Saratoga County Clerk's Office receives filings for Certificate of Conducting Business Under Assumed Name (DBA) forms for those on the path to starting a new business. Also filed in our office are Amended Business Certificates and Certificate of Discontinuance of Business. These forms are available in our office as well as on the County Clerk website at www.saratogacountyny.gov.

"Starting a business? Be sure to stop by the Saratoga County Clerk's Office or visit us online for a copy of our handy DBA brochure to help you get started with your business venture."

-Craig A. Hayner
Saratoga County Clerk



9/25/2019



Saratoga County Clerk's Office

Office Hours

Monday through Friday

Money transactions: 8:00 am to 4:15 pm

Searching: 8:00 am to 5:00 pm

Closed Holidays

Address

40 McMaster St.

Ballston Spa, NY 12020

Phone Number

(518)885-2213

Fax Number

(518)884-4726

Website

www.saratogacountyny.gov

*Fees are subject to change.



"We strive to provide quality customer service in everything we do. Please contact our office at any time."

Craig A. Hayner
Saratoga County Clerk
Proudly Serving You

History of the Saratoga County Clerk

The Office of County Clerk was established under the New York State Constitution of 1777. Saratoga County's first County Clerk was Dirck Swart of Stillwater. He was appointed by Governor George Clinton in 1791, the year Saratoga County was incorporated. From 1791 to today, there have been twenty-three individuals who have served as County Clerk here in Saratoga County. Some appointed, but most elected to the position.

Duties and Services of the County Clerk

- Official Recording and Filing Officer for Saratoga County Land Records.
- Chief Clerk of the Saratoga Supreme and County Court Records.
- Administrator of the Saratoga County Veteran's F.A.V.O.R. Discount Program.
- Agent for New York State's Commissioner of Motor Vehicle.
- Agent for the U.S. Department of State for Passport Service.
- Agent for the NYS Department of State for Notary Service.

The Saratoga County Clerk's Office employs approximately fifty-five people and processes 80 million dollars in transactions annually. On average, the Saratoga County Clerk's Office records and files over 85,000 Land and Court documents each year.

Land Records

Original land documents are recorded at the County Clerk's Office. The most common land recordings are:

- Deeds
- Easements
- Maps
- Mortgages
- Discharge of Mortgages
- Assignment of Mortgages
- Mortgage Releases
- Assignments of Leases and Rent
- Mortgage Agreements

Court Records

Court documents related to the Supreme and County Court are filed at the County Clerk's Office. The most common court filings are:

- Civil Disputes
- Foreclosures
- Real Property disputes
- Money Judgments
- Criminal Cases
- Divorces

F.A.V.O.R.

(Find. Assist. Veterans. Of. Record.)

The Saratoga County Veterans F.A.V.O.R. discount program was established in 2011. The program encourages Saratoga County Veterans to file their original DD-214 discharge papers with the County Clerk's Office at no charge. In return they will receive:



- A discount card that can be used in over 300 local businesses.
- Access to a number of Veterans benefits that require a certified copy of a Veteran's discharge paper from the County Clerk's Office.

* The DD-214, or War Service Discharge, is considered a sealed record and will only be accessible by the person on the discharge or their immediate family members. A certified copy of a DD-214 may be obtained by the Veteran at any time, free of charge.

Department of Motor Vehicle

DMV is an important component of our office. We offer three convenient locations in Ballston Spa, Clifton Park, and Wilton. We are your one stop shop for all Department of Motor Vehicle needs:

- E-ZPASS
- Vehicle/Trailer/Snowmobile/Boat Registration & Renewal
- Driver's Permit Tests
- Non-Driver ID Card
- Title for Vehicle
- License Plate Return
- Enhanced Driver's License
- Voter Registration
- Organ Donor Registration



Saratoga County Clerk

Craig A. Hayner

"Proudly Serving You"

