

## Notary

**Q:** Does the County Clerk's Office have notaries?

**A:** Yes, we have a number of dedicated staff members that can notarize your documents at no cost during regular business hours. Proper proof of identification is required. Notary renewals for individuals are also processed here. Notary renewals may be done by mail or in person.

## Court

**Q:** How do I access my divorce documents?

**A:** Divorce records are sealed and only available to the persons named in the case or their attorney of record.

- **In Office:** Must provide a Photo ID. The fee is \$5 for a certified copy up to four pages; plus a \$1.25 per page over four.

- **By Mail:** You may send a letter of request along with your notarized signature, a self addressed stamped envelope and an in-state check (with phone number and imprinted address) or money order for payment.

## Veterans

**Q:** How do I apply for a Veterans F.A.V.O.R. Discount Card?

**A:** Bring in your driver's license and your **original DD-214 or a certified copy** and we will record it at no cost. If already recorded with us, come in to our office anytime and we will issue you our F.A.V.O.R. discount card. Veterans can get a certified copy of their original DD-214 anytime at no charge.

## Genealogy & Naturalization Records

**Q:** What type of records are available to research?

**A:** The Saratoga County Clerk's Office maintains many Census Records dating back to 1855. We also possess naturalization records from 1791-1955. These records are available for searching in our office or online. For further research and records availability, contact the County Historian's Office at (518)884-4749.

## Passport

**Q:** What do I need to apply for a Passport?

**A:** As a U.S. Passport Agent, we accept passport applications for new applicants and take photos for your convenience. Applicants will need to complete the passport form DS-11 and show proof of US Citizenship and proof of identity. Bring two separate checks for processing your application (one made payable to Saratoga County Clerk's Office and one to the U.S. Department of State).

Minors \$80; Adults \$110;  
Processing fee \$35; Photos \$10.

## Department of Motor Vehicle

**Q:** Can I renew my Driver's License or Vehicle Registration at my local DMV office here in Saratoga County?

**A:** Yes. By renewing here at one of our three convenient DMV locations (Ballston Spa, Clifton Park, or Wilton), Saratoga County retains 12.7% of the overall transaction; Supporting services, jobs, and the local economy right here in Saratoga County.

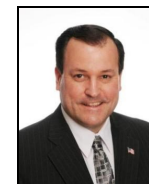


## Frequently Asked Questions of the Saratoga County Clerk's Office

In this brochure you will find frequently asked questions regarding the topics below:

- Birth, Death, Marriage, Wills
- Business (DBA, LLC)
- Certificate of Residency
- Court
- Department of Motor Vehicle
- Genealogy & Naturalization Records
- General Information
- Notary
- Passport
- Property
- Veterans

\*Fees are subject to change.



"My team and I have assembled this handy brochure for you as a guide to some of the most frequently asked questions of the Saratoga County Clerk's Office. I hope you find this resource helpful."

**Craig A. Hayner**  
**Saratoga County Clerk**  
*Proudly Serving You*

Saratoga County Clerk's Office  
40 McMaster St. Ballston Spa, NY 12020  
(518)885-2213

## General Information

- Q:** What form(s) of payment does the County Clerk's Office accept?
- A:** Cash, in-state check or money order. Checks must include address and phone number. We do not accept credit or debit cards at this time.
- Q:** What are the business hours of the County Clerk's Office?
- A:** 8:00 am to 4:15 pm for financial transactions.  
8:00 am to 5:00 pm for searching records.
- Q:** Where is the County Clerk's Office located?
- A:** 40 McMaster Street, Ballston Spa, NY 12020 Building 1 of the Municipal Complex.
- Q:** Do you have an ATM machine?
- A:** No, there is not an ATM machine on-site at this time.
- Q:** How do I apply for online access to public records of the County Clerk's Office?
- A:** Go to [www.saratogacountyny.gov](http://www.saratogacountyny.gov)
- > **Departments**
  - > **County Clerk**
  - > **Online Records Application**
- > Fill out the application and click on **submit**.  
(You will get an e-mail with a link to use the system within 1-2 business days.)

\*The Saratoga County Clerk's Office has over 17 million documents digitized and available for viewing and printing on-line and in-house.



Saratoga County Clerk's Office (Street view), Ballston Spa

## Certificate of Residency

- Q:** Where do I go for a Certificate of Residency?
- A:** Call your local Town or City Clerk to see if they provide this service. It may also be obtained from the Saratoga County Treasurer's Office.

## Birth, Death, Marriage, Wills

- Q:** Where do I get a copy of my Birth Certificate?
- A:** Birth Certificates are kept at the local Town or City Clerk's Office where the event took place. This information is also available at the NYS Department of Health, Bureau of Vital Statistics in Albany, NY.  
Go to [www.health.state.ny.us](http://www.health.state.ny.us)
- Q:** Where do I get a copy of a Death Certificate?
- A:** Death Certificates are kept at the Town or City Clerk's Office where the event took place. This information is also available at the NYS Department of Health, Bureau of Vital Statistics in Albany, NY.  
Go to [www.health.state.ny.us](http://www.health.state.ny.us)
- Q:** How do I get a copy of my Marriage Certificate?
- A:** Marriage Certificates are kept at the Town or City Clerk's Office where the certificate was obtained. If you are unaware of the municipality in which the license was purchased, you may obtain a copy from the NYS Department of Health, Bureau of Vital Statistics in Albany, NY.  
Go to [www.health.state.ny.us](http://www.health.state.ny.us)
- Q:** How do I find my Will?
- A:** You may find a Will at the County Clerk's Office if the person is deceased and real property was involved. For all other concerns regarding Wills & Probate Records, contact the Saratoga County Surrogate Court Office, located in Building 3 of the Saratoga County Complex in Ballston Spa. Call (518)451-8830 for more information.

## Business

- Q:** When I file for an LLC, the NYS Department of State requires that I publish my LLC with newspapers designated by the County Clerk's Office. Are there specific requirements and what newspapers may I publish in?
- A:** You must publish in one daily, and one weekly newspaper (follow the directions provided by New York State). The daily newspapers include the Saratogian, Times Union, Daily Gazette, and Post Star. The weekly newspapers include the Community News, The Express, Saratoga Today.
- Q:** Can I file a DBA in your office?
- A:** Yes, we have the forms available in our office for a fee of \$1.00. You can also print them off our website at no charge. The fee to file a DBA or an Amended DBA is \$25.00. A certified copy is only \$5.00. There is no fee to file a DBA Discontinuance.

## Property

- Q:** How can I get a copy of my deed?
- A:** To obtain a copy of your deed you may visit the Saratoga County Clerk's Office, mail in a request for a copy (must include self addressed stamped envelope), or search our online records to find and print at your own convenience (see General Information for instructions).  
Copy: \$ .50/pg, Certified Copy: \$5
- Q:** How can I view property maps online?
- A:** The Saratoga County's Real Property Assessment Database offers Image Mate Online. The website is [saratoga.sdgny.com](http://saratoga.sdgny.com). You may click on Public Access to use the site, and complete a search by typing in your name or address. Map information is located under the Notes tab.