

## Department of Motor Vehicles

The Saratoga County Clerk is an Agent for the New York State Department of Motor Vehicles, administering the Saratoga County DMV's three convenient locations in Ballston Spa, Clifton Park and Wilton.



When you conduct your motor vehicle business with the Saratoga County DMV, our county keeps a percentage of each transaction. This adds up to approximately \$3 million annually, which helps to keep our county taxes low and helps our county provide valuable services to the community. When your license or registration is due, please remember to [Renew Here!](#)

### Contact Information

#### Address

40 McMaster St, Ballston Spa, NY 12020

#### Phone

(518) 885-2213

For passport inquiries, please dial extension 4412.

#### Fax

(518) 884-4726

#### Website

[www.saratogacountyny.gov/saratoga-county-clerk](http://www.saratogacountyny.gov/saratoga-county-clerk)

## Hours of Operation

The Saratoga County Clerk's Office is open for walk-in service from 9 a.m. to 5 p.m. Monday through Friday, excluding major holidays.

The following services are available during the following times:

#### Land recordings and court filings

9 a.m. to 4:15 p.m.

#### Passport services

9 a.m. to 4 p.m.

#### Researching purposes

9 a.m. to 5 p.m.



**SARATOGA  
COUNTY** NEW  
YORK

Office of the County Clerk

# Services for the Public and Businesses



EST. 1791

**SARATOGA  
COUNTY**

NEW YORK

Craig A. Hayner, County Clerk

6/28/23

*Revolutionary By Nature*

## Business Services

Business documents filed at the County Clerk's Office include:

- Certificate of Conducting Business Under Assumed Name (DBA)
- Business Certificate for Partners
- Amended Business Certificate
- Amended Partnership
- Certificate of Discontinuance of Business
- Certificate of Discontinuance of Partnership

Forms for the above filings are available on our website and in our office.

## Notary Services

We have several notary publics on staff who will notarize documents at no cost during regular business hours.

Proper identification is required.

## Public Records Searching

Over 20 million public records are available for searching online 24/7. To sign up for online records access:

1. Go to [www.saratogacountyny.gov/saratoga-county-clerk](http://www.saratogacountyny.gov/saratoga-county-clerk)
2. Click on "Online Records Application"
3. Click on "See Subscription Plans/Create an Account" and click "Next"
4. Fill in the required fields and click "Sign Up"

## 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

## Property 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
- Assignments of Leases and Rent
- Mortgage Agreements

## Historical Records

Our historical records date back to 1791 and are available for searching in office during regular business hours. Examples include:

- Land and court documents
- Naturalization records from 1791-1955
- Solomon Northup papers
- Kayaderosseras Patent

## Passport Services

We are a full-service Passport Agent for the U.S. Department of State, processing new applications and taking photos for U.S. Passport Books and Cards. Please see our Passports brochure for more information.

## Veterans F.A.V.O.R. Program

### *Veterans*

File your original DD-214 at the Saratoga County Clerk's Office for free and become part of the Find & Assist Veterans Of Record (F.A.V.O.R.) Program to receive discounts on goods and services from participating merchants throughout Saratoga County.

Filing your DD-214 with the Saratoga County Clerk's Office also gives you a safe place to keep your important paperwork and keeps it readily accessible anytime you need a certified copy.



*Serving our veterans at home.*

### *Business Owners and Managers*

To become a participating F.A.V.O.R. merchant, please fill out an application online or in our office. Participation is free. Please see our F.A.V.O.R. brochure for more information.