

Dog Licenses and Renewals: For dogs that are 4 months of age or older and reside in the Town of Norwich. We need proof of current rabies vaccination and proof of spay/neuter (if applicable) to license your dog(s). The fees are \$7.00 for a spayed/neutered dog and \$14.00 if not spayed/neutered. Applications are available at the Town Office.

Town Dog Control Officer

Town Clerk

Hours of Operation: 10:00am - 2:00 pm Monday - Friday

We serve residents by offering the following:

Marriage Licenses: A couple who intends to be married must apply in person for a marriage license. There is a 24-hour waiting period, and the license is valid for 60 days. Both parties must present photo ID, birth certificates, and all previous divorce decrees/death certificates. The fee is \$40 and includes a marriage certificate. A certified copy of your marriage license can be obtained for \$10.00 only if the original marriage license was obtained from the Town of Norwich.

Requirements for Certified Copies of Birth Certificates:

Birth Certificates can only be obtained by person's born within the Town of Norwich provided they are 18 years of age or older; or their parents or legal guardian can obtain their certificate.

They can be obtained in person with identification (Driver's License), or by mail.

If applying in person: You will need:

- a. money order, or personal checks (out of State checks are not accepted) for \$10 per copy payable to Town of Norwich.
- b. Photo copy of Identification.
- c. Person's name, date of birth, parents names including mother's maiden name.

IF applying by MAIL - You will need:

- a. Money order, or personal checks (out of State checks not accepted) for \$10 per copy payable to Town of Norwich.
- b. A Notarized letter stating the person's name, date of birth, parents names including mother's maiden name.
- c. The name and address of where to send the document.

The mailing address is:

Martha Vidler
Norwich Town Clerk
157 County Road 32A
Norwich, NY 13815

A certified copy or certified transcript of a birth certificate may be issued if the original was filed with the Town of Norwich to:

1. To the person named on the birth certificate, if 18 years of age or older.
2. To the parents of the person named on the birth certificate.
3. To a lawful representative of the person named or the parents of the person named on the birth certificate.
4. To the Commissioner of Health.
5. To a person with a New York State Court Order.
6. To a municipal, state or federal agency for official purposes.

There is charge of \$10.00 per certified birth certificate.

Certified Copy of Death Certificate: A certified copy of a Death Certificate can be obtained for \$10.00 if the original was filed with the Town of Norwich.

Death Certificates can only be obtained by:

- 1) Spouse, parent or child of the deceased.
- 2) A lawful representative of the spouse, parent or child of the deceased
- 3) Funeral Home
- 4) A person requiring the record for a documented legal right or claim. This is established on the basis of documentation that the requestor has a legal need for the copy of the death certificate.
- 5) A municipal, state or federal agency when needed for official purposes.

They can be obtained in person with identification (Driver's License), or by mail.

If requesting a death certificate by mail, the person must include:

- a. Money Order or personal checks (out of State checks are not accepted)\$10.00 per copy payable to Town of Norwich
- b. Notarized Letter stating reason for request and relationship to person.

Accessible Parking Tag- Disabled persons must complete NYS form MV-664.1 available at the Town and have the physician portion completed. Present the completed form and photo ID to the Town Clerk for issuance of tag.
<http://www.nysdmv.com/forms.htm>