

Town Clerk

We serve residents by offering the following:

► **Marriage Licenses** –

\$40.00 fee, payable by cash, money order or a check made out to the Town of Norwich.

Press Release – New Marriage Requirements 7-20-2017

To apply, both parties must appear at Town Clerk office. A Driver's License, Birth Certificate, Passport or other such government issued document is acceptable. If either or both parties are divorced or widowed, certified proof should be presented to the issuing clerk as to how each previous marriage ended. Applicants under the age of 18 and over 16 must be present either with parents, or the parent with sole custody and proof of same, along with proper identification. Application must be made at least 24 hours prior to the planned ceremony and is valid for 60 days. No blood test is required and no appointment is necessary.

► **Certified Copy of Marriage License-**

The Norwich Town Clerk will issue a certified copy of a marriage license to either the bride or groom, with proper identification, for a \$10.00 fee. This can also be accomplished through the mail with the names of both parties, as well as the month and year of the marriage.

If applying in PERSON - You will need:

1. Form required by the State, found under FORMS on main website page
2. \$10 cash, money order, or personal checks (out of State checks are not accepted)
3. Photo Identification.

If applying by MAIL - You will need:

1. Form required by the State, found under FORMS on main website page
2. Money order, or personal check (**out of State checks not accepted**) for \$10 per copy payable to Town of Norwich.
3. Copy of Photo Identification
3. A Notarized letter stating you are who you say you are
4. A self-addressed stamped envelope

The mailing address is:

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

Records in the Town of Norwich Clerk's office begin in 1908. In order to release information or copies of a marriage license to someone other than the bride and groom, a license must have been issued 50 years or more and both parties must be deceased. In other instances, a properly executed Power of Attorney or document signed by either bride or groom granting permission for the document to be released will be accepted

► **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.

If applying in PERSON - You will need:

1. Form required by the State, found under FORMS on main website page
2. \$10 cash, money order, or personal checks (out of State checks are not accepted)
3. Photo Identification

If applying by MAIL - You will need:

1. Form required by the State, found under FORMS on main website page
2. Money order, or personal check (**out of State checks not accepted**) for \$10 per copy payable to Town of Norwich.
3. A Notarized letter stating you are who you say you are
4. Copy of photo identification
5. A self-addressed stamped envelope

The mailing address is:

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

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

1. The person named on the birth certificate, if 18 years of age or older.
2. The parents of the person named on the birth certificate.
3. A lawful representative of the person named.
4. The Commissioner of Health.
5. A person with a New York State Court Order.
6. 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.

If applying in PERSON - You will need:

1. Form required by the State, found under FORMS on main website page

2. \$10 cash, money order, or personal checks (**out of State checks are not accepted**)
3. Photo Identification

If applying by MAIL - You will need:

1. Form required by the State, found under FORMS on main website page
2. Money order, or personal check (**out of State checks not accepted**) for \$10 per copy payable to Town of Norwich.
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▶ **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>

▶ **Dog Licenses and Renewals:** For dogs that are 4 months of age or older and reside in the Town of Norwich. Proof of current rabies vaccination and proof of spay/neuter (if applicable) is mandatory to license your dog(s).

Dog License Fees	1 Year
Unspayed/Unneutered	\$14
Spayed/Neutered	\$7
Tag Replacement	\$2
Delinquent fee if 30 or more days past due per dog	\$25

A renewal license will be mailed yearly. Please be sure to notify Town Clerk of any address change.