

IMPORTANT INFORMATION FROM THE TOWN CLERK REGARDING BUSINESS DURING THIS CRISIS

Town Hall is now open to the public.

Below you will find some ways in which things may be different for a bit -

MARRIAGE LICENSES:

We are sorry for any inconvenience, but due to the current COVID-19 situation this office will be issuing Marriage Licenses only by limited appointments to Town Residents thru September. In October we will revisit the resident restriction. When entering the building you must sign into the log book

You will before hand need to call the office and schedule a time with myself or one of my deputies. We will then email you a form that must be filled out and bought in with all required original documents.

The times available for these appointments will be Monday thru Thursday and times could vary depending on vacations or staffing with 2 being last time slot

No **Friday** appointments at this time. Please take note: we are **not** doing these remotely and will still require all of the same documents as we have in the past.

DOG LICENSES:

Town Hall is now open to the public, but the preferred way to pay your dog license renewals would be submitting through the mail paying by check, or putting an envelope with check and signed license into our outside drop box. Please sign and date your renewal form, and mark envelope with Town Clerk- some are provided outside but must be put in black box. If rabies info is needed please include it. We will mail you your receipt -

You may choose to pay on-line. (The link is on the main page of the website, NOT on the Town Clerk's page. Rabies must be current on our system, and an additional third party \$1.75 fee applies) If you wish to pay by credit card and rabies are not current we would need you to call your Veterinarian and have them fax the current info to 845-485-8583. Please allow a day or two for us to update the vaccine dates on our system before you try to pay on-line.

New Dog License applications are available on the Town Clerk's page on this website, and should be mailed in with requested documentation and appropriate fee along with a self addressed stamped envelope in order for us to send you a tag.

DISABILITY PARKING PERMITS:

If you already have a blue tag that expires in September/October please call for info on how to renew in person with the appropriate precautions. We ask only one person come inside at a time, unless you need help because of a disability. We may be able to also do curbside-

New Tag Applications can be either mailed or put into our drop box in a sealed envelope marked Town Clerk and we will mail out to you. Please make sure you enclose a copy of your driver's license and that you sign and date the form from your doctor. You may also bring in the form taking the appropriate precautions when entering the building.

Link to applications is below:

<https://dmv.ny.gov/forms/mv6641.pdf>

VITAL RECORDS REQUESTS:

Forms to request Birth and Death Certificates, and Marriage Transcripts are on our webpage and should be mailed in with the appropriate fee payable via Money Order or Official Bank Check only. Personal checks are accepted **ONLY from Town of Poughkeepsie residents**. If a Vital Record is needed immediately (in an emergency situation) **or we need to arrange another payment method** please call this office and we will do our best to accommodate you. We ask only one person come inside at a time, unless you need help because of a disability

HUNTING AND FISHING LICENSES:

Our system is now up and running for Fishing Licenses!! The State has a new system and if you prefer to do on-line the link is attached below:

<http://www.dec.ny.gov/permits/6101.html>

We ask for your patience during this time and we wish you and your family the best during this time.

If only dropping off a payment again we ask to utilize our drop box outside main door to minimize contact as our lobby area is not large -Stay Safe.

Felicia, Kim & Kelly 845-485-3620