



TOWN OF GREENBURGH

TOWN CLERK'S OFFICE

177 Hillside Avenue, Greenburgh, NY 10607
Tel: (914) 989-1500 ext: 6 | Fax: (914) 989-1626
Email: Townclerk@Greenburghny.com

TOWN CLERK FAQ

A detailed list of the services the Office of the Town Clerk offers can be found here.

DOG LICENSES

How do I know if I need a Dog License?

Once your dog is old enough to receive a rabies vaccination (4 months of age) it is by law your duty to have him/her licensed.

How do I Apply for a Dog License?

The following form is requested to be filled out.

<https://greenburghny.com/DocumentCenter/View/7621/Dog-License---New--Renewal-Form>

A fee of \$16 applies to dogs who have been proven via affidavit or veterinary documentation to have been spayed or neutered.

Dogs who are not spayed or neutered have a licensing fee of \$23.

Once you fill out the form you may come in during regular business hours or mail in the form along with a copy of the dog's current rabies vaccination information. This information can be obtained from your dog's veterinarian.

Please note that if there is no accompanying documentation that states that your dog has been spayed or neutered whether initially or upon renewal of the license you are subject to the higher license fee.

What if I am late Renewing my Dog's License?

Dog licenses must be renewed annually. The Town of Greenburgh will mail you a reminder which allows 45 days to submit payment.

A notice of delinquent renewal is sent if you do not renew your dog's license in time and an additional late fee of \$10 will be applied to the annual fee.

I lost my Dog's Tag. What do I do?

Please report the loss to us. A fee of \$5 will apply to your dog's new replacement tag. You can obtain a replacement tag by coming in during regular office hours or mail us a check for \$5 with a note explaining that you would like a replacement tag.

My dog has passed away, What do I need to do? (no payment needed)

Advise the Town Clerk's Office of your loss and the office will update the record, OR when your renewal reminder arrives in the mail check the box labeled "deceased" and send it back.

I am transferring ownership of my dog. What do I need to do?

Your dog will need to be licensed by their new owner in the municipality in which they reside. When your renewal reminder arrives in the mail, check the box labeled "transferred owner". DO NOT enclose a check.



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F.O.I.L. REQUESTS

What is a FOIL?

F.O.I.L. stands for Freedom of Information Law. What is known as a “FOIL” record is information documented by a municipality that is a matter of public record.

How do I submit a FOIL request?

In order to obtain a public record you are required to submit a formal request.

<https://greenburghny.com/DocumentCenter/View/8833/FOIL-Freedom-of-Information-Law---FORM>

The form is also available in our office. Requests can be submitted via e-mail (Townclerk@GreenburghNY.com), regular mail, or in person in the Town Clerk's Office during regular business hours.



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ACCESSIBLE PARKING PERMIT

How can I obtain an Accessible Parking Permit?

You can obtain a handicapped parking permit by completing the handicap parking form.

<https://greenburghny.com/DocumentCenter/View/5491/Accessible-Parking-Permit---FORM>

The form is also available in our office, and we will be happy to mail you a blank form if need be. Once you have the form, fill out the top section (Part 1) and have your physician complete "Part 2, Medical Certification. Return the form to us during regular business hours or via mail.

We will ask to see your NYS issued driver's license or non-driver's ID (if you have one).

If you are mailing the application please enclose either a copy of your NYS issued driver's license or non-driver's ID OR write the nine-digit ID number (located above or to the immediate right of your photo).

How can I renew my Permanent (Blue Tag) Handicapped Parking Permit?

Once your handicapped parking permit expires you are required by law to renew it. It is not necessary to complete another application for a permanent tag.

Use of an expired tag is a parking violation and you can be ticketed.

If you come in during regular business hours, we will issue you a new tag.

You can also call us at (914) 989-1500 ext: 6 and give us your name and we will mail you a new tag.

How can I renew my Temporary (Red Tag) Handicapped Parking Permit?

If you are diagnosed with a temporary disability you are required to renew your permit if necessary after it expires. The maximum amount of time we can issue the permit for is 6 months. If your physician lists your expected recovery date less than 6 months from the day you apply, you will be issued a permit expiring at the end of that given month. If your permit expires before you recover you will be asked to repeat the initial application process by filling out the form.

<https://greenburghny.com/DocumentCenter/View/5491/Accessible-Parking-Permit---FORM>

The form is also available in our office, and we will be happy to mail you a blank form if need be. Once you have the form, fill out the top section and have your physician fill out the middle section.

Return the form to us during regular business hours or via mail. We will ask to see your NYS issued driver's license or non-driver's ID (if you have one). If you are mailing the application, please enclose a copy of your NYS issued driver's license or non-driver's ID.

What do I do if I lose my Handicapped Parking Permit?

If you come in during regular business hours we can issue you a new tag. You can also call us at (914) 989-1500 and give us your name and we will mail you a new tag.

How can I be issued a Handicapped Parking License plates?

In order to obtain handicapped license plates, you would fill out the form and go to the Department of Motor Vehicles

The nearest DMV office is located in The City of White Plains at 200 Hamilton Avenue, White Plains, NY 10601.

For more information you may also call the NYS DMV at (718) 477-4820.

What do I do with my Expired Handicapped Parking Tag?

Please dispose of it by cutting it up or shredding it.



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HUNTING & FISHING LICENSES

Hunting & Fishing licenses can be obtained Monday through Friday from 9AM-3:30PM.

More information can be found on the New York State Department of Environmental Conservation website.

<https://dec.ny.gov/regulatory/permits-licenses>



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MARRIAGE LICENSE

What forms of identification and/or legal documentation must I bring with me when I apply for a Marriage License?

In order to obtain a marriage license, both parties to be wed must be present. They must bring an original or certified copy of their birth certificates. If you were born outside of the United States and your birth certificate is NOT in English it must be translated and notarized by an authorized translator. Both parties must also bring photo identification in the form of a Driver's License, Non-driver's ID OR a passport. If either party has been married previously: If the previous marriage(s) ended in divorce please bring a copy of the final decree(s) of divorce, if the previous marriage ended due to death we ask that you provide us with the date of their death. A copy of the death certificate is not required.

When can I get a Marriage License?

We are available to issue marriage licenses by appointments, Monday through Friday between the hours of 11AM-3PM. For the residents of Greenburgh, we have late hours between 5PM-7PM generally occurring on the 2nd and 4th Wednesday of each month. Please call the office to confirm the dates and time for availability.

What is the fee for a Marriage License?

The fee is \$40, payable by cash, check, or money order only.

There is an error on my Marriage License. How do I get it corrected?

Contact our office and we will assist with the correction process. You can also contact the New York State Department of Health directly at (518) 474-2013.

How can I obtain a certified copy of my Marriage License?

Please note that a marriage license is filed in the municipality in which the license was obtained, NOT where the ceremony occurred. You will be asked to fill out the marriage certificate form (also available in our office).

<https://greenburghny.com/DocumentCenter/View/5492/Records-Request---Marriage-Certificate-LicenseTranscript---FORM>

A fee of \$10 per copy applies (cash, check only or money order). Make payments out to 'Town of Greenburgh'



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VITAL RECORDS & GENEALOGY

What is a "Vital Record"?

Birth Certificates and Death Certificates are considered vital records. Certified copies each contain a raised seal that distinguishes them as such. These records apply to those who were born in or passed away within the Town of Greenburgh.

Who can get Copies of Vital Records?

Usually certified copies of birth certificates can be obtained by the person the certificate is for and/or immediate family. Certified copies of death certificates can be obtained by immediate family or legal counsel for the deceased. A fee of \$10 per certified copy applies.

For birth records you will be asked to fill out the birth certificate request form. The form is also available in our office.

<https://greenburghny.com/DocumentCenter/View/5482/Records-Request---Birth-Certificate---FORM>

For death records you will be asked to fill out the death certificate request form. The form is also available in our office.

<https://greenburghny.com/DocumentCenter/View/5485/Records-Request---Death-Certificate---FORM>

I'm doing genealogical research. How can you help?

If the birth (over 75 years old), death (over 50 years old) or a marriage certificate (over 50 years old and the applicants are known to be deceased, proof must be provided to show the couple are deceased) than you can request a Genealogical photocopy and it will be labeled as "*for Genealogical purposes only*". The fee is \$22 for the search and to receive a copy of the document being requested or a document indicating that there is no document on file.

<https://greenburghny.com/DocumentCenter/View/5490/Records-Request---Genealogical-Services---FORM>

The form is also available in our office.

Where can I shred my documents?

The Westchester County Shredding Facilities and schedules for recycling are available online at westchestergov.com or by phone at (914) 813-5425.

Location is at 14 Woods Rd, Valhalla, NY 10595.



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COURT

Where do I pay a traffic or parking ticket?

Traffic or parking tickets issued within the Town of Greenburgh can be paid or disputed at the Courthouse, located at 188 Tarrytown Rd., White Plains, NY 10607.

You can reach the Courthouse by calling (914) 989-1850.

You may also pay parking tickets online.

<https://www.dsparkingportal.com/greenburgh>

How can I contact the Court Clerk?

The Court Clerk and Town Clerk are two separate entities. To reach the Court Clerk, please call the Courthouse at (914) 989-1850.



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MISCELLANEOUS INFORMATION

What is the contact information for the Police Department?

IF YOU ARE EXPERIENCING A TRUE EMERGENCY PLEASE DIAL 911. The Police Department is located at 188 Tarrytown Rd., White Plains, NY 10607. They can be contacted via phone at (914) 989-1700 or e-mail at gpdwebmail@greenburghny.com

How can I obtain information on Senior Citizen Assistance Programs within the Town of Greenburgh?

You can contact the Department of Parks & Recreation by calling (914) 693-8985.

How can I obtain information on Events in the Town of Greenburgh?

We publish two yearly seasonal activities guides that are available in our office and at the Department of Parks & Recreation, located at 11 Olympic Lane, Ardsley, NY 10502. You can contact Parks & Recreation by phone at (914) 693-8985. The entire guide is also available on our website here.

What is the contact information for Animal Control?

You can contact Animal Control by calling (914) 989-1700.

Where can I get information about the S.T.A.R. Program?

You can get information about the S.T.A.R. Program by contacting the Assessor's Office at (914) 989-1520

What is the contact information for the Greenburgh Central School District?

The Greenburgh Central School District is located at 475 West Hartsdale Ave., Hartsdale, NY 10530. You can reach them by dialing (914) 761-6000.

I recently moved to Greenburgh, where will my child attend school?

You can find out what district your child is in based on your address contacting the Assessor's Office at (914) 989-1520.

What is the contact information for the Greenburgh Public Library?

The Greenburgh Public Library is located at 300 Tarrytown Rd., Elmsford, NY 10523. You can reach them by dialing (914) 721-8200.

How do I get the current Sanitation Schedule and info?

You can view the schedule online at <https://greenburghny.com/195/Public-Works>

How do I obtain a Permit to park at the Hartsdale Train Station?

You would need to contact the Hartsdale Public Parking District. They are located at 234 East Hartsdale Ave. (Site A Garage, Parking Level 3) Hartsdale, NY 10530. You can reach them by phone at (914) 723-1026 or e-mail info@hartsdaleparking.com



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TOWN BOARD MEETING AGENDAS & MINUTES

How do I view Town Board Agendas?

You can view Town Board Agendas, by visiting the Town of Greenburgh Website and click the link for

“Agendas and Minutes,” scroll down and click the meeting date”

http://agendaquick.greenburghny.com:8085/agenda_publish.cfm

How do I view Town Board Minutes?

You can view Town Board Minutes, by visiting the Town of Greenburgh Website and click the link for

“Agendas and Minutes,” scroll down to meeting date and click “Minutes”

<https://ny-greenburgh.civicplus.com/485/Watch-Live-Board-Meetings>



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VOTING

I have general questions about the Election process and registering to vote;

Who should I call?

You may contact the Westchester County Board of Elections, located at 25 Quarropas St., White Plains, NY 10601. You can reach them by phone for general information by calling (914) 995-5700.

How do I register to vote?

You are required to fill out a voter registration form that you can download here. We also have the forms on hand in the Town Clerk's Office. Once you fill out the form, follow the instructions on where to mail it.

For more information on registering to vote you may contact the Westchester County Board of Elections at (914) 995-5713.

Where do I vote?

You can find out where your polling place is by calling the Town Clerk's Office during regular business hours or by utilizing the Online Polling Place Locator.

<https://citizenparticipation.westchestergov.com/find-polling-place>

Where can I get an absentee ballot?

They are available in the Town Clerk's Office. You can also download one by visiting the Westchester Board of Elections website.

<https://citizenparticipation.westchestergov.com/voting/request-an-election-ballot>