

IMPORTANT INFORMATION FROM THE TOWN CLERK REGARDING BUSINESS DURING THIS CRISIS

Town Hall is closed to the public at this time. Below you will find some ways in which we will try to continue serving you -

MARRIAGE LICENSES:

We are sorry for any inconvenience, but due to the current COVID-19 situation this office **WILL NOT** be issuing Marriage Licenses until at least April 20, 2020.

Please check back for updated information, as this situation develops that date may be extended.

DOG LICENSES:

Town Hall is closed to the public. All dog license renewals should be submitted through the mail and paid by check. You may choose to pay online. (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 online.

We do have a drop box outside of the Town Hall doors if you would like to place a closed envelope marked CLERK with a check or exact cash. Please sign and date your renewal form. If rabies info is needed please include it. We will mail you your receipt.

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.

DISABILITY PARKING PERMITS:

Please note if you already have a blue (permanent) tag that will expire in March we have attempted to call you. If your phone number has changed and/or we have not contacted you please call this office at 845-485-3620. We will mail you

out a new tag without new paperwork providing you still live in the Town. If you already have a blue tag that expires in **April** we will be contacting you soon.

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.

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.

HUNTING AND FISHING LICENSES:

While we will miss seeing our customers face to face you may purchase your hunting and or fishing licenses online by credit card from the DEC- Please find the link below and enjoy !!

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

FOIL REQUESTS:

NOTICE: In light of New York State's reduction in workforce as part of the ongoing response to the COVID-19 pandemic, there may be delays in response to FOIL requests. Thank you for your patience during this extraordinary time.

-As always, if you have questions you may call our office- due to limits on staff you may need to leave a message and someone will get back to you.

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

You may also email us at

townclerk@townofpoughkeepsie-ny.gov

Felicia Salvatore & Staff 845-485-3620