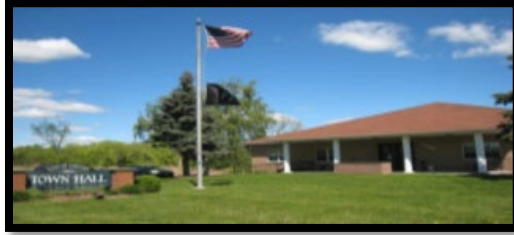


TOWN OF CHESTER
ORANGE COUNTY, NY
VILLAGE OF CHESTER - HAMLET OF SUGAR LOAF



WELCOME TO THE TOWN OF CHESTER!

I am Linda Zappala, your Town Clerk

Please feel free to call or stop in with any questions concerning the Town and I will do my best to answer them!

SERVICES AND DUTIES OF THE TOWN CLERK

***Notary Public.** The Town Clerk is a Notary Public. Please call if you need this service.*

***Meals on Wheels Coordinator:** The Town Clerk coordinates this program with the Orange County Senior Dining Program. If you are a senior or know a senior who may be interested in this service, please give me a call. Also, if you are interested in volunteering your time for this worthy cause, please let me know.*

***Elections:** The Town Clerk assists the Board of Elections with all special, primary and general elections in the Town. If you are interested in serving as an election inspector, kindly contact me for more information. Election Inspectors earn \$300 when serving in an election.*

***Document Shred Events:** The Town Clerk hosts an annual shred event, free to residents of the Town. Please call my office or check our website for upcoming dates.*

***Issuing Agent on behalf of State Agencies:** The Town Clerk issues the following licenses as an agent for New York State:*

***Marriage:** If you plan to be married in New York State, you may obtain a marriage license through my office. If you had obtained your marriage license through this office, a Certified Transcript of Marriage is available at \$10 per copy.*

***One Day Marriage Officiant License:** Can be obtained through my office following the issuance of a marriage license to a prospective couple.*

***Dog Registration:** If you own a dog, please contact my office for information regarding proper registration.*

***Conservation:** You may obtain fishing and hunting licenses through my office during normal business hours.*

***Handicap Parking Permits:** Residents of the Town (outside the Village) may obtain permits through my office. Please call for more information.*

***E-Z Pass tags:** For new accounts is sold here. \$25.00*

***Bingo and Games of Chance Licenses** are available through the Town Clerk.*

***Issuing Agent for Town of Chester:** The Town Clerk is responsible for issuing local licenses/permits for peddlers and/or transient merchants.*

***Registrar of Vital Statistics:** The Town Clerk (as Registrar) is responsible for maintaining all birth and death records, which occur within the Town. Birth and death records are not open to the public for inspection. Certified copies of birth and death certificates issued*

by the Town of Chester are available at \$10 per copy. For genealogical purposes, death records become available after fifty (50) years after the date of issuance. Birth records become available after seventy-five (75) years.

Recording Secretary to the Town Board: The Town Clerk attends all Town Board meetings and is responsible for recording the actions of the Town Board. The minutes are the official record of the Town Board and are maintained permanently for legal and historical purposes. Meeting minutes are posted on the Town's website for viewing.

Filing Officer for the Town: All local laws, oaths of office, affidavits of publication, resignations, petitions, annual budgets, fiscal reports, assessment rolls, bonds and other pertinent town documents are to be filed in the Town Clerk's office.

Records Management Officer: The Town Clerk is the custodian of all permanent Town records and provides for the storage, retrieval and disposition of records for all departments of the Town. The records are retained as set forth by the New York State Archives Records Retention Schedule for municipalities.

Records Access Officer: The Town Clerk is responsible for all Freedom of Information requests (FOIL). Requests must be received in writing. Fees for copies: Twenty five cents (\$.25) per copy up to 9 by 14 inches. Copies of other records may be charged based upon the actual cost of reproduction. Freedom of Information does not apply to court records.

Cash Control Officer: The Town Clerk is responsible for the collection and disbursement of funds to the state, county and local fiscal officers of all fees collected.

Water Billing Clerk: The Town operates five municipal water districts. Payment is accepted at my office. More information can be found on our website.

Other services: The Town Clerk also sells, zoning books, zoning maps, and subdivision books.

Frequently Asked Questions:

What do I need for a marriage license? The following documents are required for a marriage license: birth record (certificate), photo identification (driver's license or passport). If it is not a first marriage, proof that the previous marriage(s) ended must be submitted (certified or original divorce decree, (NOT A PHOTOCOPY) or a certified copy of a death certificate. The fee is \$40. The license is valid for 60 days. However, the couple must have the license at least 24 hours before it can be used. Couples must also provide: social security number, place of birth, parents full name (including spelling of mother's maiden name), and country of birth for parents.

How do I license my dog? Dogs must be licensed at four months of age. Proof of rabies must be submitted before the license can be issued. If the dog has been spayed or neutered, the fee is \$10 (proof must be submitted) The fee for unaltered dogs is \$20. Seniors receive a discount.

How can I pay for services? We accept cash, check, money order and credit/debit cards.

My office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. with the exception of Holidays.

Evening hours are available by appointment.

Other services and information about the Town of Chester may be found on our website: www.chester-ny.gov

TOWN CLERK
REGISTRAR OF VITAL STATISTICS
NOTARY PUBLIC
RECORDS ACCESS OFFICER

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