

As Registrar of Vital Records, the Town Clerk is responsible for keeping a permanent record of all births and deaths that occur within the boundaries of the Town. Although, marriage licenses do not come under the authority of the Registrar, these records are often grouped with birth and death records. Copies of marriage licenses issued in the Town of Schodack also maintained in the same format. These records are NOT considered public records and their confidentiality is protected by New York State Public Health Law. Vital Records are not subject to the provisions of the Freedom of Information Law (FOIL) and are not subject to public inspection.

Vital Statistics provide birth and death records for only those events that occurred in the Town of Schodack. Our records begin with October 31, 1882, although we have some sporadic birth records dating back to 1871. All records are maintained under guidelines and requirements of the New York State Department of Health. The Registrar and her staff deal with requests from relatives, funeral homes, social services and legal representatives in providing true and correct documents. We also make documented corrections to certificates, issue various certificates upon proof of entitlement under NYS Public Health Law and issue burial and disposition permits.

Individuals needing copies of any of these certificates can obtain them by applying in person at the Town Hall using one of the following forms and with presentation of proper identification or via email using the same forms and a copy of your driver's license. If requesting electronically, you may also submit an email and list the following information in your request - full name on record, date of birth, death or marriage, parents' names, and social security number if applicable. All persons must be able to verify their relationship to the person for whom the record is requested, and specify the lawful purpose for which the record is needed. Proof of identity must be provided in all instances, whether in person or electronically. Request forms - (request for search of marriage) (request for search of birth) (request for death).

Birth records can only be released to the person themselves once they are 18 years old, a parent listed on the birth record, a lawful representative or by court order. Death records can be requested by the descendant's spouse, parent, child, sibling or lawful representative. Marriage records can be requested by either party or authorized legal representative.

Fees are \$10.00 per copy for birth, death or marriage record and \$11.00 for each genealogical record.

Permit Issuing Agent: Issues licenses and permits for marriages, dogs, conservation (hunting & fishing), duck stamps, bingo, games-of-chance, Accessibility Parking Permit, Transfer Station, (insert rules here?), peddling and soliciting (insert form here?), trailers, and street-opening permits (excavation) (insert form here). Under the New York State Education Law, the Clerk's Office can issue Certificates of Residency to individuals who be attending Hudson Valley Community College (insert form here?).