

10 Questions With Deputy City Clerk

Q: What do I need to obtain a copy of a birth certificate?

A: To obtain a certified copy of a birth certificate, proper identification must be produced. Only the person named on the certificate, if 18 years or older, a parent, a lawful representative, or anyone who presents a court order, may obtain a certified copy. Please call or email the office if you have to request a copy by mail. The cost is \$15.00.

Q: What do I need to obtain a copy of a death certificate?

A: In order to obtain a certified copy of a death certificate, proper identification must be produced. Only the spouse, parent, adult child, or anyone who can demonstrate a legal right or claim, may obtain a certified copy. Please call or email the office if you have to request a copy by mail. The cost is, once again, \$15.00.

Q: What do I need to apply for a marriage license?

A: Those who desire a marriage license must be at least 18 years old and be able to produce identification: this includes a raised seal birth certificate and a driver's license. Also, if either person has been married before, they must produce divorce papers for all previous marriages to receive a license. Both persons must be present in order to obtain a marriage license, and there is a 24 hour waiting period from when the license is issued before it can be used. The cost is \$40.00, and it is valid for 60 days in the State of New York.

Q: How does one obtain a marriage license if they are under 18 years old?

A: In order for a minor to be granted a marriage license, he/she must receive written consent from both parents.

Q: What licenses does the Clerk's Office issue?

A: The Clerk offers a large number of licenses including: marriage licenses, conservation licenses, peddler licenses, dog licenses, auctioneer licenses, electrical licenses, plumbers licenses, solid waste collection licenses, bingo licenses, games-of-chance licenses, amusement licenses, Theatre license, Pet Shop licenses, taxi licenses, and taxi driver licenses.

Q: What are conservation licenses?

A: Conservation licenses are permits offered by the Clerk that allow residents to hunt and fish legally. These licenses include hunting for small game and large game, fishing, trapping, and archery. There are a number of different fees to obtain such licenses. Please see related link.

Q: What is the Tickler System?

A: The tickler system is a series of steps that is used to renew leases held by the City of Oswego. The City Clerk is involved in this process because when the building lease of a location occupied by the City of Oswego comes close to its expiration, the Clerk's office will notify the Common Council and a new lease will be drawn up. All new or renewed leases have to be reviewed by the Common Council before any action is taken.

Q: What is the job of the City Clerk, regarding the Common Council meetings?

A: The City Clerk has numerous jobs to handle during Common Council meetings. One of the most important duties of the Clerk is to record the minutes of the Council meetings. Also, the Clerk often serves as the witness to the Mayor while he is signing important documents.

Q: How can I receive a license to sell merchandise during Harborfest?

A: One must be granted a peddler's license from the Clerk's office in order to receive a permit to sell during Harborfest. Also, because the Harborfest Committee is granted all rights to Oswego city parks during the event, the vendor must clear their request to sell with officials of Harborfest.

Q: Where can I find out more information about the Clerk's Office?

A: For more information please call 315- 342-8116.