

How to Obtain a Copy of a Marriage License

- Step 1. Go to our website www.greenburghny.com
- Step 2. Once on the website go to Departments, click on Town Clerk.
- Step 3. Once on the Clerk's site, on the left side you will see FORMS, click on forms.
- Step 4. Click on the application for Marriage Request Certificate - DOH - 301 8-11 – FORM.
- Step 5. Fill out application in its entirety.
- Step 6. Please include a copy of a valid photo I.D. (i.e. Driver's License).
- Step 7. The fee for each copy is \$10.00. All checks must be made out to the Town of Greenburgh.
- Step 8. Mail Application, documents, and check to: Town of Greenburgh, 177 Hillside Avenue, Greenburgh N.Y. 10607. Please include on the envelope, Att: Clerk.

How to Obtain a Handicap Parking Permit

- Step 1. Go to our website www.greenburghny.com
- Step 2. Once on the website go to Departments, click on Town Clerk.
- Step 3. Once on the Clerk's site, on the left side you will see FORMS, click on forms. (There is **No Fee** for Handicap Parking Permits.)
- Step 4. Click on the application for Handicap Parking Permit - mv6641-mv6643 - FORM.
- Step 5. Fill out application in its entirety.
- Step 6. Please fill in part 1 of the application about the person with the disability. Sign and date.
- Step 7. Please include a copy of a valid NYS driver license or photo I.D card issued by NYS DMV.
- Step 7. Part 2 of the application must be completed only by a Medical Doctor. They must also Sign and date.
- Step 8. Mail Application and documents to: Town of Greenburgh, 177 Hillside Avenue, Greenburgh N.Y. 10607. Please include on the envelope, Att: Clerk.

How to register your Dog;

Step 1. Go to our website www.greenburghny.com

Step 2. Once on the website go to Departments, click on Town Clerk.

Step 3. Once on the Clerk's site, on the left side you will see FORMS, click on forms.

Step 4. Click on the application for Dogs, check on the top of the application new or Renewal.

Step 5. Fill out application in its entirety.

Step 6. Mail your application along with your current dog's vaccination information, check made out to Town Clerk.

Step 7. \$ 16.00 if dog is spayed or neutered / \$ 23.00 if they are not spayed or neutered

Step 8. Mail to Town of Greenburgh 177 Hillside Ave, Greenburgh, NY 10607

How to submit an Application for Freedom of Information Request (FOIL)

Step 1. Go to our website www.greenburghny.com

Step 2. Once on the website go to Departments, click on Town Clerk.

Step 3. Once on the Clerk's site, on the left side you will see FORMS, click on forms.

Step 4. Click on the application; fill out application in its entirety.

Step 5. Email your application to Townclerk@greenburghny.com or mail to Town of Greenburgh 177 Hillside Ave, Greenburgh, NY 10607

How to obtain an application for;

Cabaret application

Canvasser's application

Filming permit

Massage application

Peddler application

Sanitation application

Solicitor's application

Taxi Cab / Taxi Driver application

Step 1. Go to our website www.greenburghny.com

Step 2. Once on the website go to Departments, click on Town Clerk.

Step 3. Once on the Clerk's site, on the left side you will see FORMS, click on forms.

Step 4. Select your appropriate application; fill it out in its entirety.

Step 5. Make sure you mail all supporting documentation with your application along with the appropriate fee.

Step 6. Make check payable to Town Clerk.

Step 7. Mail to Town Clerk 177 Hillside Ave, Greenburgh, NY 10607

To obtain Birth Records via mail

1. Go to our website: www.greenburghny.com
2. Once on the website go to Departments, click on Town Clerk
3. Once on the Clerk's site, on the left side you will see FORMS, click on forms.
4. Click on the form Birth Certificate request
5. Fill out the form in its entirety.
6. Send through the mail, submit a copy of your State ID or Passport, completed form, \$10 fee for each copy to the attention of Town Clerk Office at 177 Hillside Ave, White Plains, NY 10607
7. If you are requesting a copy of birth records for a deceased relative, the following documents are needed:
 - a. Death certificate
 - b. Proof of relationship
 - c. Follow steps 5 thru 7
8. If you are requesting a copy of birth records for a living relative, the following documents are needed:
 - a. A Letter approving the copy of requested to be obtained by you
 - b. A copy of the applicants State ID
 - c. Follow steps 5 thru 7

Submit Notice of Claim via mail

1. Go to our website www.greenburghny.com
2. Once on the website go to Departments, click on Town Clerk.
3. Once on the Clerk's site, on the left side you will see FORMS, click on forms.
4. Click on the form for Notice of Claims
5. Please complete the form in its entirety.
6. Submit with form all supporting documents
7. Please ensure the Notice of Claims is notarized
8. Mail all information to the attention of Town Clerk at 177 Hillside Ave, White Plains, NY 10607
9. We will send you a copy of your notice timestamped, which will indicate the time and date your documents were submitted to the attorney's office