



# NEW YORK STATE TOWN CLERKS ASSOCIATION

December, 2025 | Vol. 36

## NYSTCA News



### In This Edition

Education Updates

Online Notary Renewals

Scholarship Information

Clerk of the Year

Leadership Opportunities

### 2025/2026 Training Schedule

December 15, 2025 – NYSTCA Regional, Corning, NY

January 15, 2026 – NYSTCA Webinar

March 16, 2026 – NYSTCA Regional Schenectady, NY

April 19–22, 2026 – NYSTCA Conference, Albany NY

May 17–21, 2026 – IIMC Annual Conference, Reno, Nevada

July 12–16, 2026 – IIMC CMC/MMC Education Program, Latham, NY

Learn More & Register at [NYSTCA.com](https://www.nystca.com)

Like us on Facebook | @nystca

# President Message

As we gather to celebrate this holiday season, I'm reminded of how powerful it is when people come together—whether to share a meal, a story, a laugh, or simply a moment of connection. At this time of year, let us pause, look around, and appreciate the people who fill our days with meaning.

Each of you has contributed something special—through your hard work, your kindness, your support for one another, and the spirit you bring to everything we do. It's that dedication and sense of community that make NYSTCA such a wonderful association.

Holidays are a reminder that even in busy, challenging, or uncertain times, joy can always be found—in acts of generosity, in traditions old and new, and in the hope we carry into the new year. I hope you take a moment to enjoy the warmth around you, to reflect on all we've accomplished together, and to feel proud of the strength and resilience that NYSTCA embodies. Looking toward the year ahead, may it bring renewed energy, new opportunities, and continued connection. Let's carry forward kindness and gratitude and use them to make the coming year even brighter.

Thank you for being part of this association. I wish each of you a joyful holiday season and a happy, healthy New Year.

Cheers to all of you!

Marie L Little, MMC/RMC  
NYSTCA President



# NYSTCA Committee Updates

## "Who Will Take the Spotlight This Year?"

### Clerk of the Year Nominations Are Now Open!

The Clerk of the Year Committee is hard at work preparing a meaningful and memorable presentation to honor an exceptional Clerk at this year's Conference.

We are eagerly awaiting your nominations so we can continue planning and ensure the celebration is truly special.

- ✦ Know someone who goes above and beyond?
  - ✦ Someone who inspires, leads, and lifts others up?
  - ✦ Someone who deserves to shine?
- Nominate them today!

If you have any questions, contact the nominations committee: Jen Bray (Chair) — [townclerk.sardinia@gmail.com](mailto:townclerk.sardinia@gmail.com); Debbie Payne — [ellisburgclerk@gmail.com](mailto:ellisburgclerk@gmail.com); \Renee McQuillen — [RMcQuillen@townofpittsford.org](mailto:RMcQuillen@townofpittsford.org).



**Honor a deserving clerk—nominate them here!**




**WELCOME  
FIRST TIME  
ATTENDEES**

The Welcome New Clerks/ First Time Attendees Committee is hard at work planning our Welcome Class. We are planning on sending out invite letters around the first of the year so be on the lookout. We plan to have lots of valuable information about NYSTCA and our Conference packed into our time together in the Welcome New Clerks class as well as some fun stuff to make your first conference such a memorable time that you will plan to join us every year going forward.

# Aloha, Clerks!

## NYSTCA Annual Conference 2026

 The Desmond Hotel, Albany, NY  
April 19 – 22, 2026

## Theme: Luau!

Pack your leis, floral shirts,  
and island spirit!

### What to Expect:



Educational workshops & training sessions



Networking with clerks across NY



Exhibitor hall with resources

Evening Luau Celebration



Stay tuned for registration details!

# NYSTCA Scholarship



## **NYSTCA Annual Conference Scholarship**



**Deadline:** February 27, 2026

**Conference Dates:** April 19–22, 2026 | Albany, NY

### **Awards Include:**

- **The Margaret Lamoree Scholarship** – honoring our founder! Covers conference registration, meals, and room (based on double occupancy)
- **Four \$450 Scholarships** – available for first-time Clerks, Clerks, or Deputies



### **How to Apply**

You can apply [online](#) or complete the PDF application (see next page). Make sure your application is fully completed and includes all required documents by the deadline to be considered.

### **? Questions? Contact a Committee Member:**

- **Denis Noncarrow – Chair:** 631-765-1800 | [denisn@southholdtownny.gov](mailto:denisn@southholdtownny.gov)
- **Heidi Smith:** 315-386-3735 | [townclerk@cantonny.gov](mailto:townclerk@cantonny.gov)
- **Michelle Seeley:** 617-527-8244 ext. 2 | [townclerk@campbellny.gov](mailto:townclerk@campbellny.gov)

**📣 Don't miss this chance – Apply Today!**



**NEW YORK STATE TOWN CLERKS ASSOCIATION  
APPLICATION FOR SCHOLARSHIP GRANT - 2026**



The New York State Town Clerks Association (NYSTCA) is offering (4) \$450 scholarship for Annual Conference, and one (1) \*Margaret Lamoree Award for attendance at the 2026 NYSTCA Conference in Albany, NY from April 19-22, 2026.

*\*The Margaret Lamoree Scholarship, in honor of our founder, consists of the registration fee, meals and a room based on double occupancy cost.*

**Mail, email or fax application to:** Denis Noncarrow, Town of Southold, Town Hall, 53095 Route 25, PO Box 1179, Southold, NY 11971, Fax 631-765-6145. Questions???? Call 631-765-1800 or email: [denisn@southoldtownny.gov](mailto:denisn@southoldtownny.gov).

**Deadline for applications to be received is February 27, 2026**

**Scholarship Recipient MUST ATTEND ENTIRE CONFERENCE for the scholarship to be awarded.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ County \_\_\_\_\_

Population \_\_\_\_\_ Length of time in office \_\_\_\_\_ Previous offices(s)/other service-related position(s) held and dates:

Are you a member of NYSTCA? \_\_\_\_\_ Dates(s) \_\_\_\_\_

Have you attended prior conference(s)? \_\_\_\_\_ Dates \_\_\_\_\_

Related organizations to which you belong \_\_\_\_\_

Prior education:

NYSTCA \_\_\_\_\_ Association of Towns \_\_\_\_\_

IIMC \_\_\_\_\_ County Town Clerks Assn. \_\_\_\_\_

Other \_\_\_\_\_ Are you an RMC? \_\_\_\_\_ What year? \_\_\_\_\_

Dues for organizations paid for by: (List amount and organization)

Town \_\_\_\_\_ Yourself \_\_\_\_\_

Other (specify) \_\_\_\_\_



NEW YORK STATE TOWN CLERKS ASSOCIATION  
APPLICATION FOR SCHOLARSHIP GRANT - 2026



Does your Town Board currently allow or have previously allowed, educational expenses to you or other Town Officials? \_\_\_\_\_

Explain actual financial expenses for education for the past 2 years: (List year and amount) i.e., 2016/\$75. Please attach details

NYSTCA \_\_\_\_\_ IIMC \_\_\_\_\_

Association of Towns \_\_\_\_\_ County Town Clerks Assn. \_\_\_\_\_

Other \_\_\_\_\_

Current and previous budget allowances for education: Attach details NYSTCA

\_\_\_\_\_ IIMC \_\_\_\_\_

Association of Towns \_\_\_\_\_ County Town Clerks Assn. \_\_\_\_\_

Other \_\_\_\_\_

Include itemized travel and educational expenses for the current and two previous years. NYSTCA

\_\_\_\_\_ IIMC \_\_\_\_\_

Association of Towns \_\_\_\_\_ County Town Clerks Assn. \_\_\_\_\_

Other \_\_\_\_\_

Have you previously applied? No Yes Award No Yes Yr./yrs. \_\_\_\_\_

Brief description of why you are applying and need this scholarship: \_\_\_\_\_

All applicants sign below. Please have the Supervisor complete the appropriate statement below on behalf of the Town Board indicating whether or not your Town will assume the balance of your costs for attendance at the NYSTCA conference.

\*I, \_\_\_\_\_ Supervisor of the Town of \_\_\_\_\_  
and behalf of the \_\_\_\_\_ Town Board do hereby agree to assume all costs over  
and above the amount of the NYSTCA Scholarship Grant related to attendance of the Town Clerk  
\_\_\_\_\_ at the 2026 NYSTCA conference. I also understand that  
membership in the NYSTCA is required in order to receive any scholarship.

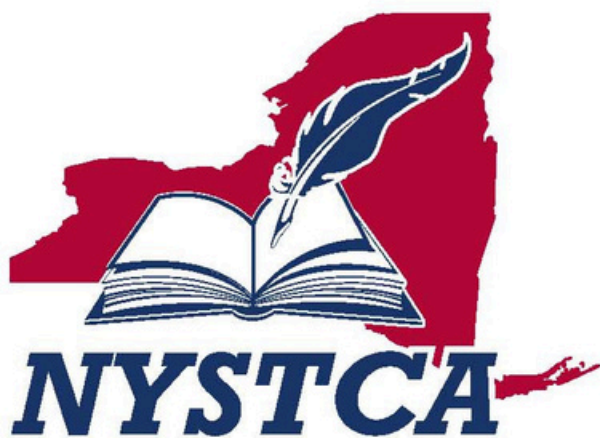
/or/

\*The Town of \_\_\_\_\_ will not be paying the cost of attendance of the  
Town Clerk at the 2026 NYSTCA conference.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Town Supervisor \_\_\_\_\_ Date \_\_\_\_\_

***Each applicant will be notified no later than April 1st with the results of the Scholarship Committee awards.***



# NEW YORK STATE TOWN CLERKS ASSOCIATION

## *2026 Town Clerk of the Year*



*The online form is available:*

<https://ny-nystca.civicplus.com/FormCenter/General-Forms-4/Nomination-Form-NYS-Town-Clerk-of-the-Ye-52>

***Who will you nominate??***  
***(Nomination Deadline Feb. 13th 2026)***

# NOMINATION FORM – NYS TOWN CLERK OF THE YEAR

The New York State Town Clerk's Association will honor one of its members who has exhibited a high degree of professionalism in her/his office and who has contributed toward the NYSTCA purpose of promoting the educational and professional development of Town Clerks. One clerk will be chosen and given the prestigious honor of 'New York State Town Clerk of the Year'.

**To Submit a Nomination:** Start by completing this form, then create a packet which includes this form, additional pages of information, and supporting letters and documents. Mail, or scan & email your packet to:

**Clerk of the Year Committee Chair, Jennifer Bray.**

12320 Savage Rd, P.O. Box 219, Sardinia NY 14134

[townclerk.sardinia@gmail.com](mailto:townclerk.sardinia@gmail.com)

**Please Note:** Executive Committee Members (President, Vice Presidents, Secretary, Treasurer, & District Directors) are not eligible. Any clerk is eligible, EXCEPT those who have been named and awarded 'New York State Town Clerk of the Year'. You may not nominate yourself.

**Minimum Qualifications:** Must have held office of Town Clerk for at least 10 years; NYSTCA member for at least five (5) consecutive years; shows personal and professional development demonstrated through participation in NYSTCA Annual Conferences, Regional Meetings, RMC Certification, local county association; IIMC programs, college courses, etc.

## DEADLINE TO SEND A NOMINATION IS FEBRUARY 13, 2026

Name of Nominee: \_\_\_\_\_ Townof: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

# of Years as a Town Clerk: \_\_\_\_\_ Town Population: \_\_\_\_\_ District Number: \_\_\_\_\_ # of Years as NYSTCA member: \_\_\_\_\_

Check all that apply to your nominee:

☐ Tax Collector/Receiver ☐ Notary Public ☐ Records Management Officer ☐ NYS Conservation License Agent

☐ Marriage Officer ☐ Registrar ☐ Passport Acceptance Agent ☐ School Tax Collector

☐ Other (Please list) \_\_\_\_\_

☐ Registered Municipal Clerk ☐ Member of IIMC ☐ Certified Municipal Clerk ☐ Master Municipal Clerk

☐ Attended NYSTCA Conferences

☐ Member of local county association of town clerks. Name of organization \_\_\_\_\_

Why do you believe your nominee should receive the NYS Town Clerk of the Year Award? Please use extra pages to talk specifically about your nominee's qualifications, accomplishments, talents, professionalism, etc. Attention should be given to the following:

- Nominee's involvement in NYSTCA, list all previous officer positions held and all committees served on.
- Nominee's involvement in local county association of town clerks, list all officer positions held, and all committees served/serving on, etc.
- Nominee's involvement in IIMC or other municipal or government organizations
- Outstanding service to nominee's local government, neighboring towns, county, or state
- Community organizations, involvement, and service Education, degrees, certificates, awards
- Any other information that shows your nominee to be the best choice for this award

**Additional Documents:** Provide supporting letters from other clerks, community leaders, heads of organizations, town, county and state officials and ask that they state specific information about your nominee. Provide any additional documents you feel are important, including, but not limited to newspaper articles and pictures.

**Be Specific!** For example, do not say "she is always helping in the community." **Be detailed** and say something like, "she volunteers every other Saturday to sort, box and distribute food at the local food bank", then get a letter from whoever is in charge to support this.

.....

Nominated by: \_\_\_\_\_ Town: \_\_\_\_\_ County: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

The Clerk of the Year Committee appreciates the time and effort that goes into a good nomination and knows that some of it might be confusing. If you have questions or concerns contact: Jennifer Bray at [townclerk.sardinia@gmail.com](mailto:townclerk.sardinia@gmail.com) or Debbie Payne at [ellisburgclerk@gmail.com](mailto:ellisburgclerk@gmail.com) or Renee McQuillen at [rmcquillen@townofpittsford.org](mailto:rmcquillen@townofpittsford.org). Please remember to send nominations to the Clerk of the Year Chair, Jennifer Bray, by the February 13, 2026 deadline.

# Membership

## ? Lost Access? We Can Help!



**Having trouble accessing the private Facebook page or your member perks on the website?**

**Don't worry – we're here to help!**

**The most common reasons for lost access:**

Membership not renewed

For assistance, with Membership or Facebook contact:

**Angela Epolito – Membership Chair**

☎ Phone: (315) 637-446-3910 ext. 2

✉ Email: [aepolito@dewittny.gov](mailto:aepolito@dewittny.gov)

For assistance, with the Website contact:

**Heidi L. Smith – Communications Chair**

☎ Phone: (315) 315-386-3735

✉ Email: [townclerk@cantonny.gov](mailto:townclerk@cantonny.gov)

# Leadership Opportunity

**NYSTCA is looking for leaders in District 1, 2, 3, 4, 5, 6, 8, & 9**



## 💡 Have You Ever Considered Becoming a District Director?

### Thinking about getting more involved with NYSTCA?

Do you enjoy shaping policies, leading others, and being the go-to person in your District?  
Love mentoring fellow Clerks and helping them grow?

If you answered yes to any of these... it might be time to step into a leadership role!

### ☀️ NYSTCA Needs You!

If you've got ideas, energy, and a passion for supporting others, we want you on the team.

- ✓ Make a difference
- ✓ Lead your District
- ✓ Join an amazing group of leaders

✉️ Reach out to Nominations Chair **Bambi Avery** to learn more about becoming a District Director and getting involved.

✨ Want to see what the role is all about?  
Check out the **District Directors** page on our website!



## “Transitioning into the Town Clerk Position”



Thursday, January 15, 2026



10:30 a.m.

Join NYSTCA Officers for an informative webinar designed to support both newly elected Town Clerks and those with years of experience.

This session will offer a comprehensive overview of the Town Clerk role, valuable insights, and an opportunity to ask questions in advance.



**Questions welcomed in advance!**

Send them to: [townclerk@cantonny.gov](mailto:townclerk@cantonny.gov)

Registration will open after December 15th.  
Visit the NYSTCA website to sign up!

# Legislative Committee Update

*Legislation is always evolving, and our committee is on top of it. We're continually monitoring proposed bills, tracking movement in both chambers, and reviewing any changes that could impact your responsibilities. Below is a clear and concise roundup of the key updates you should be aware of, helping you stay informed and prepared.*

## **Signed into law:**

[S.783](#) Skoufis/A.3923 Kassay - relates to a municipal website mandate for some localities; chapter agreement

[S.7672A](#) Martinez/A.6769A Jones - Municipal cybersecurity incident/ransomware attack reporting mandate

## **Vetoed:**

[S.2520B](#) Skoufis/A.3425A Raga - Relates to the maximum allowable timeframes to respond to requests for records under the freedom of information act

[S.7782A/A.8314A](#) Paulin - Requires the department of health to enter into a contract for the digitalization and indexing of certain vital records.

## **Other:**

On October 16, the New York State Court of Appeals has ruled unanimously to uphold the 2023 law moving local elections outside of cities to even years. [Click here](#) to see the decision and the opinion authored by Judge Garcia.

While other states are beginning redistricting processes, it doesn't look like NYS is considering their own state-level redistricting process at this time.

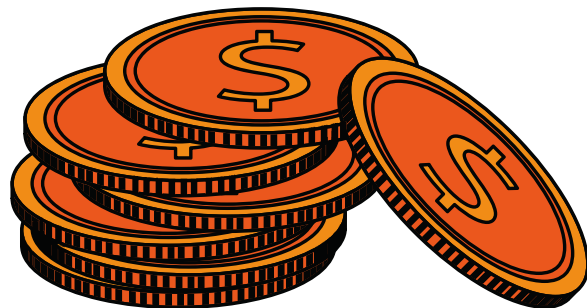
# Tax Liaison Update

On November 12, 2025, the U.S. Mint struck its final penny. This decision will significantly affect cash transactions, as banks are no longer supplying rolls of pennies. Once the remaining coins in petty cash and household change jars are exhausted, it will no longer be possible to provide change smaller than a nickel.

I have already initiated discussions with my County regarding the production of tax bills. My recommendation is that bills be calculated to a single decimal place (tenths), eliminating the hundredths position. In my view, this is the most straightforward solution. However, such a change would have wide-ranging implications, affecting interest calculations, fees, and other financial processes.

During a visit to my bank today, I was informed that once their supply of pennies is depleted, no further coins will be available. We secured what we could for petty cash, but I remain doubtful that adjustments will be implemented in time for the 2026 tax billing cycle. At this stage, the only practical alternatives are either stockpiling pennies or having the Town Board adopt a resolution requiring that all cash payments be made in exact amounts.

Virginia Ignatowski  
President NYSATRC



***Registration  
Is Now Open***

***NYAOT***

***2026 Training School  
& Annual Meeting***



Join us February 15–18, 2026  
at the New York Marriott Marquis in Times Square

## Your Role as a Local Government Records Management Officer



Thursday, January 8, 2026

10:00 AM – 11:00 AM

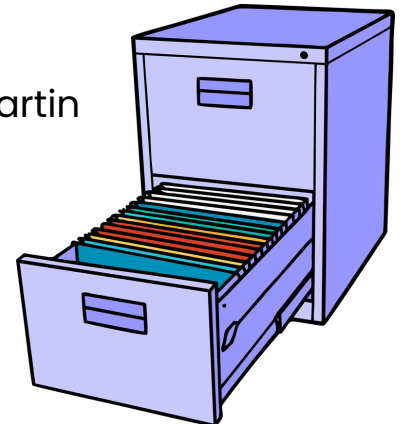
**REGISTER NOW**

By State Education Department regulations, each state agency must have a Records Management Officer (RMO) who is responsible for managing its records management program. This session looks at the role and responsibilities of the RMO.

This workshop will:

- Identify the challenges and responsibilities of the RMO
- Review steps for getting started as an RMO
- Discuss the agency partnerships necessary for the implementation of a successful records management program
- Discuss the importance of partnership with the State Archives
- Provide tips for setting records management goals

**Presenter:** Katrina Manzari, Maria McCashion,& Michael Martin





# ATTENTION CLERKS SUBMIT YOUR ISSUING AGENT REPORT!

## PARKING PERMITS FOR THE DISABLED - NYS DMV



Annual Issuing Agent Report for  
Parking Permits for the Disabled should  
be submitted to the NYS Department of  
Motor Vehicles in January.



### Where to Submit:

[dmv.sm.programanalysis@dmv.ny.gov](mailto:dmv.sm.programanalysis@dmv.ny.gov)

Fax: 518-473-3521



### Required Information:

Issuing Agent Information and Permit Issuance

**DON'T WAIT - SUBMIT YOUR REPORT TODAY!**



Department of  
Motor Vehicles



## Department of Motor Vehicles

## ANNUAL ISSUING AGENT REPORT

Please complete this form to aid DMV in tracking the number of parking permits for the disabled in use throughout New York State and to ensure that DMV has the most current contact information for your municipality.

### Issuing Agent Information (all information is required, please write clearly)

Municipality Name: \_\_\_\_\_

Issuing Agent Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Street address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Permit Issuance

#### Reporting Year

January 1, - December 31,

#### Number of Permits Issued

Please indicate only the quantity of permits issued in the reporting year noted above, not the document numbers for the individual permits. Include the total number of permits issued, including all originals, renewals and duplicates issued during the year.

**-MV-664 (Permanent Blue Hangtags)** Quantity \_\_\_\_\_

**-MV-664T (Temporary Red Hangtags)** Quantity \_\_\_\_\_

**-MV-664MP (Metered Parking Waivers)** Quantity \_\_\_\_\_

For how long are your permanent (blue) hangtags valid?

(Circle one): 1 year 2 years 3 years 4 years 5 years

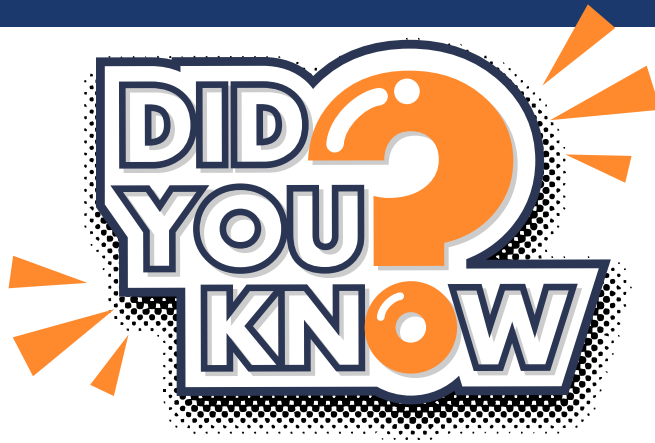
Other (please explain) \_\_\_\_\_

Please return the completed form to the Department of Motor Vehicles via fax or email:

Fax: 518-473-3521 OR Email: [dmv.sm.programanalysis@dmv.ny.gov](mailto:dmv.sm.programanalysis@dmv.ny.gov)



# NYS DOH Registrar Renewal



**Whether you are a newly incoming Clerk (or Registrar), or a re-elected Clerk (re-appointed Registrar), the State of New York requires that an updated Notification of Appointment of Registrar form (DOH-1963) be filed with the Registration Unit**

## **Who needs to use the Appointment form?**

- The Appointment of Registrar form is used by Registrars (and Deputy Registrars) who handle births and deaths for their municipality. While most Town Clerks are Registrar, Clerks in certain counties (Chemung, Monroe, Onondaga, Tompkins) do not handle births and deaths at the Town level.

## **Why do I need to use the Appointment form?**

- The Appointment of Registrar form is used to notify the State of any changes in information (name, contact information, etc.) or to indicate that a term is renewed. This form is a record for the State to have an uninterrupted history of who maintained the Birth and Death records within a municipality.

## **When do I use the Appointment form?**

- The Appointment of Registrar form is most commonly used every 2 or 4 years (depending on local elections) to indicate a new, or renewed, term for a Registrar. The form is also used if there is a change to any information (change in Registrar's name, or any contact information requested on the form). The State will typically send a letter with an Appointment of Registrar form at some point after election day of the year your term is scheduled to end.

# NYS DOH Registrar Renewal

## How do I use (submit) the Appointment form?

- The Appointment of Registrar form is filed in three locations: the State, the County, and the Registrar. The State receives the original form, and a copy is kept locally, and submitted to the County. (Note: Some counties may also want an original appointment form for their records.)

## When completing the Appointment of Registrar form, there are certain things to be aware of:

- **Current Appointee** – this is the Registrar (or Deputy Registrar) from the previous form. If this person is the outgoing Registrar, they are still listed under this column.  
(Note: The mailing address line is the physical address of the Registrar's Office. A P.O. Box may also be included, but the physical address is required.)
- **New Appointee** – this is the new/incoming Registrar (or Deputy Registrar). This column is where you would also enter any changes in contact information (address or phone number) compared to the previous column.
- **Appointing Officer** – this is the person who appoints the Registrar. In Towns and Villages, the Registrar is appointed by the town or village board of trustees. It is usually the Town Supervisor or Village Mayor who signs this section of the form. The Appointing Officer's signature does not need to be notarized.
- **Registrar's Affidavit** – Registrar's signed and notarized statement.
- **Deputy Registrar's Affidavit** – Deputy Registrar's signed and notarized statement.



Department  
of Health

<https://www.health.ny.gov>

# Notification of Appointment of Registrar of Vital Statistics

**IMPORTANT:** This notice and oath shall be executed in triplicate immediately after appointment of the registrar and deputy registrar. File original copy with the New York State Department of Health, Vital Records Registration Unit, P. O. Box 2602, Albany, NY 12220-2602. File one copy with your County Clerk and retain one copy for your records.

	Current Appointee	New Appointee (If reappointment, enter correction only)
COUNTY & DISTRICT NUMBER		
REGISTRAR Name		
Town/City/Village		
Street Address		
City and State		
Zip Code		
Telephone Number (include area code & ext.)	( ) Ext.	( ) Ext.
E-Mail Address		
	<input type="checkbox"/> Reappointment <input type="checkbox"/> New Appointment	FAX ( )
If New Appointment, is this:	<input type="checkbox"/> Election <input type="checkbox"/> Resignation <input type="checkbox"/> Other	Salaried: <input type="checkbox"/> Yes <input type="checkbox"/> No
Effective Date of Appointment (give month and year)		
Is Registrar also City/Town Clerk?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Specify Locality:
Length of Term (give number of years)		
Date Term Expires (give month and year)		

Signature of Appointing Officer	Business Address	Telephone
Title of Appointing Officer	Date	
DEPUTY REGISTRAR Name		
Street Address		
City, State and Zip Code		
Telephone Number (include area code & ext.)	( ) Ext.	( ) Ext.

## REGISTRAR'S AFFIDAVIT

STATE OF NEW YORK  
COUNTY OF

}SS:

I do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Registrar of Vital Statistics, according to the best of my abilities.  
I am not engaged in the business of funeral directing, embalming or undertaking.

Signed: \_\_\_\_\_  
Registrar of Vital Statistics Home Address Telephone  
Subscribed and sworn to  
(affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Notary Public

## DEPUTY REGISTRAR'S AFFIDAVIT

STATE OF NEW YORK  
COUNTY OF

}SS:

I do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Deputy Registrar of Vital Statistics, according to the best of my abilities.  
I am not engaged in the business of funeral directing, embalming or undertaking.

Signed: \_\_\_\_\_  
Deputy Registrar of Vital Statistics Home Address Telephone  
Subscribed and sworn to  
(affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Notary Public

SEND TO: Director of VitalRecords  
P.O. Box 2602  
Albany, NY 12220-2602

District No.

To the State Commissioner of Health, Albany, New York

Under the authority of the provisions of  
Section 4122 of the Public Health Law, I  
do hereby appoint as Subregistrar of Vital  
Statistics, subject to your approval:

The location of registration services will be at  
the following address or at such other place  
as shall be deemed necessary:

Number of subregistrars  
currently active  
(prior to this appointment):

If this appointment is to replace a subregistrar:

Check box if this appointment is solely  
for mass fatality incident reponse:

☐

This appointment is necessary for  
the convenience of the people in this  
district for the following reasons:

First	Middle	Last
-------	--------	------

Street		
City	ZIP	Phone ( )
Email		Fax ( )

Name: First	Last
-------------	------

\_\_\_\_\_  
Print (or) Type Registrar's Name      Signed \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_  
Registrar of Vital Statistics

I do solemnly swear (affirm) that I will support the  
Constitution of the United States, and the  
Constitution of the State of New York, and that I  
will faithfully discharge the duties of the office of  
Subregistrar of Vital Statistics, according to the  
best of my ability. I am not engaged in the business  
of funeral directing, embalming, or undertaking.

STATE OF NEW YORK

SS.:

County of \_\_\_\_\_

Subscribed and sworn to (affirmed) before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Signed \_\_\_\_\_  
Subregistrar of Vital Statistics

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City      State      ZIP

\_\_\_\_\_  
Email Address

( )  
Phone

Approved by

\_\_\_\_\_  
Mary T. Bassett, M.D., M.P.H.      Date \_\_\_\_\_  
New York State Commissioner of Health

By: \_\_\_\_\_  
Director of Vital Records

# NYS DEC Announcements



## Adding a Parent's NY Driver's License as Proof of Residency for a Minor

You **need** to use a parent's New York State driver's license as proof of residency for a minor, please follow the updated procedure:

1. 🔍 Look up the customer  
For existing customers, search for the customer and click EDIT (located beneath the Purchase Licenses/Tags button).
2. 📁 Select Identifier Type  
On the Edit screen, open the Identifier Type dropdown and choose Parent's NY Driver's License.
3. ➕ Add Identifier  
Click Add Identifier, then enter:
  - Parent's NYS driver's license number
  - Parent's date of birth
  - Parent's last name
4. ✓ Review & Save  
Confirm all information is correct, then click Save Changes.
5. ➡ Continue Transaction  
You will be returned to the customer's information page and can proceed with the transaction.



## 📢 New Online Hunter Education Certificate

We'd like to make you aware of a new online Hunter Education course certificate you may begin seeing. This certificate is issued by Recademics and includes all the information needed to enter into the customer's profile.



# NYS Gaming Announcements

## **Annual Report Due**

Clerk's Annual Report for 2025 activity is due February 2026.

- ✓ Review the report form early
- ✓ Follow up with organizations that haven't submitted their reports
- ✓ Report must be filed even if there was no activity

## **Helpful Website Resources**

Visit our [website](#) for:

- ◆ Updated forms
- ◆ Webinar training registration
- ◆ Game-specific pages (Bingo, Bell Jar, Raffles, Casino Games)
- ◆ Statutes & rules

## **Raffle Reminder**

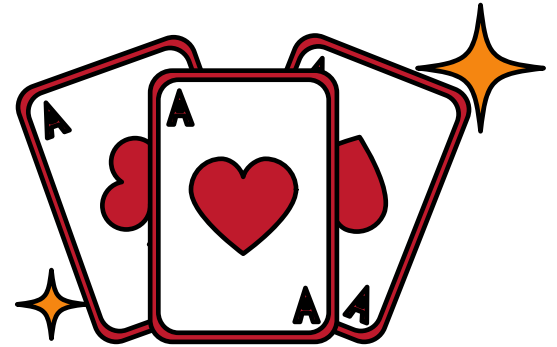
Alcohol cannot be raffled.

Not allowed:

- Alcohol prizes
- Gift cards for liquor stores, wineries, breweries

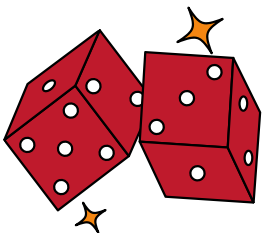
Allowed:

- Restaurant gift cards (food purchases)




## **To file a complaint:**

-  “General Complaint Form” under **Forms & Applications** on our website.



## **Contact Us**

Division of Charitable Gaming

 (518) 388-3300

 [charitablegaming@gaming.ny.gov](mailto:charitablegaming@gaming.ny.gov)

# Notary Renewal

## **Notary Renewal Alert!**



### **Is Your Notary License Expiring Soon?**

You can renew up to 90 days before your expiration date — and that date is printed right on your license or ID card.

 **Don't wait! Mark your calendar so you never miss a deadline.**

### **Mailing Delays: What You Need to Know**

Please note — due to a statewide delay, renewal reminder postcards may not arrive on time for notaries expiring in late September 2024 and after.

This means you are fully responsible for tracking your own expiration date, even if you don't receive a postcard.

### **Renewing Is Fast & Easy — Do It Online!**

You can renew your notary commission using New York's online licensing system.

Here's how:

#### ◆ **Step-by-Step Renewal Instructions:**

1. Visit Business Express → <https://businessexpress.ny.gov>
2. Click "Search Applications" and type "Notary"
3. Sign in or create a NY.gov account
4. Locate your Notary Record
5. Head to "My Dashboard" to begin your renewal
6. Track your renewal status anytime by logging into your account



**NEW YORK NOTARY SUPPLIES**





# Department of State Licensing Services

New York State  
Department of State  
Division of Licensing Services  
Notary Public  
P.O. Box 22065  
Albany, NY 12201-2065  
Customer Service: (518) 474-4429  
<https://dos.ny.gov>

## NOTARY PUBLIC OATH OF OFFICE

### Oath of Office Instructions

To qualify for appointment, an oath of office must be signed in the presence of a commissioned Notary and submitted to the Department of State with your completed application and \$60 fee. This form must be completed prior to applying for a commission.

Please complete this form prior to starting your application in your New York Business Express account. You will need to upload a scan of the completed form to your application when prompted.

The name printed in which you wish to be commissioned must conform exactly to the signature that will be used as a notary public. Initials may be used, as in John A. Doe or J. Arthur Doe, but **NOT** J. Doe or J.A. Doe.

		<b>FOR OFFICE USE ONLY</b>	APPT DATE:	UNIQUE ID:
LAST NAME		FIRST NAME		MIDDLE
<b><u>NYSHOMEADDRESS: (If your legal residence is outside of NYS skip this section &amp; complete the "NYS Business Name &amp; Address" below)</u></b> STREET ADDRESS:				
CITY:	<b>NY</b>	ZIP CODE:	COUNTY:	
NYS BUSINESS NAME:				
NYS BUSINESS STREET ADDRESS				
CITY:	<b>NY</b>	ZIP CODE:	COUNTY:	

**Oath of Office**  
**State of New York**  
**County of**

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Notary Public for the State of New York according to the best of my ability.

Applicant Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_

in the year \_\_\_\_\_

\_\_\_\_\_  
(NYS County Clerk or NYS Notary Public)

\_\_\_\_\_  
Notary Public Stamp OR County Clerk's name and county

# **80th IIMC Annual Conference**

## **May 17 – May 21, 2026**

### **Reno, Nevada**



**More information regarding the Conference,  
education sessions, general speakers, Athenian  
Dialogues, Academies, and events visit  
<https://www.iimc.com/>**



## **SAVE THE DATE JULY 2026 IIMC CMC/MMC EDUCATION PROGRAM**

Certified Municipal Clerks (CMC) and the Master Municipal Clerks (MMC)

In affiliation with Central Connecticut State University

Office of Professional Education

**WHEN:** Sunday, July 12 – Thursday, July 16, 2026

**WHERE:** Holiday Inn,

400 Old Loudon Road, Latham, NY

All classes are in person Sunday – Thursday

Registration information and full education training details are forthcoming.

If you have questions, contact one of the members of the Education Planning Committee:

Carol Chase                      [summerhilltown@gmail.com](mailto:summerhilltown@gmail.com)

Susan Haag                      [shaag@austerlitzny.com](mailto:shaag@austerlitzny.com)

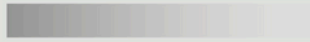
Amy Bellardo                      [abellardo@townofellicott.gov](mailto:abellardo@townofellicott.gov)

Liz Gaynor                      [liz@sandspoint.gov](mailto:liz@sandspoint.gov)

Kerri Harrington                      [kharrington@oneonta.ny.us](mailto:kharrington@oneonta.ny.us)

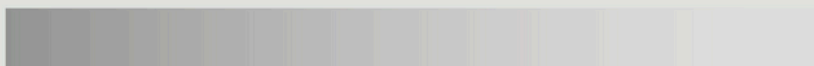
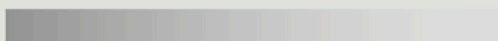
Megan Bay                      [megan@naplesny.us](mailto:megan@naplesny.us)





## Can the Town Board mandate hours that the Town Clerk must work?

There is no state law requiring an elected town clerk to keep particular office hours. The town board may, however, set official office hours of all town offices, including that of the town clerk. (1979 Op. Atty. Gen. (l) 120 citing Town Law, Section 30 (1)(11)) The Town Board may not, however, require an elective town clerk to be present in the clerk's office during the prescribed office hours. (Op. State Compt. 69-33, 80-742) Where the town board regulates the office hours of the town clerk, the town board should provide the town clerk with the necessary resources to comply with said directive. (Op. St. Comp, No. 91-45)



# THANK YOU!

## 2025 Conference Sponsors



A Member of the ICC Family of Solutions



NYSTCA would like to thank all of our conference sponsors! Our sponsors make conference happen! We hope you had a chance to stop by and see them during the vendor event and throughout conference.