

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE S. LINEHAN, DEPUTY

*The Warren County Clerk's Office consists of the following units:
Recording & Supreme Court Filing (aka Front Counter), Public Records Room, Pistol Permit Services,
Passport Services, Archives, Historian, and the Warren County DMV. All units provide essential services to
the public and are of significantly high volume in terms of transactions and the need for in-person activity.*

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## **County Clerk - Pistol Permit - DMV Update: 10/31/2022**

**A. WARREN COUNTY DMV:** We are a full-service Motor Vehicle Office – Please **BE PREPARED** and **BRING ALL REQUIRED DOCUMENTS & FORMS.**

**Note: Temporary Service Schedule to accommodate DMV transactions.**

- **SERVICE SCHEDULE:**

**APPOINTMENTS: MONDAY, TUESDAY, THURSDAY & FRIDAY 8:15-4:00**

Timely transaction processing! Schedule appts:

<https://warrencountydmv.setmore.com>. Check out transaction requirements when scheduling. Bring all documents! Limit additional people unless emergency. Arrive 5 min before. Note: Most available same or next day...but remember...they do fill quickly. Permit tests require appointments. **Appointment Kiosk available at DMV entrance – hall corridor. Easy to make your appointment! User-friendly!**

**WALK-INS: WALK-IN WEDNESDAYS ONLY: 8:15-3:30** Take a Number, Wait Your Turn . No Permit Driver/Motorcycle Tests! Note: **DMV Discretion: In the event of complex transactions, or missing information, DMV has discretion to re-schedule a walk-in to an appointment time. A mutually agreeable time will be selected.**

- Security Officers will direct all to the DMV; also will offer direction to Appt Kiosk if needed.
- **BE PREPARED** with all required documents and forms. Save time, eliminate return trips. Info available on appointment schedule or NYS DMV website.
- Please limit additional parties coming with you to the DMV unless need is demonstrated (ie:small children, elderly). Social Distancing maintained.
- **Telephone contact: (518) 761-6438 (8a-4p). Questions or help with appointments, please call and leave a voice message:** Name, telephone, best time to call back, **Our volume is high but we are returning calls throughout the day!!!**
- **REMINDER: REAL ID REQUIREMENTS DEADLINE: 5/3/2023!!! PLAN NOW FOR UPGRADE!**

**B. WARREN COUNTY CLERK'S OFFICE:** A return to our pre-Covid Hours! In person hours: **M-F 9-5 (See specific services)**

- **Recording & Filings:** M-F 9-4; (Account Reconciliation begins promptly at 4. Non-fee services ie: notary, document acceptance 4-5).
- **Passport Services: M-F 9-3 Available at walk-in counter** for new applications, renewal info, renewal photos. Due to US Passport Services photo requirements, we are unable to provide photos for infants under age 2. Note: renewals are sent by mail, not given to the County Clerk. US Passports continue to experience delays. Check with DOS Passport website: [www.travel.state.gov](http://www.travel.state.gov). Regular time 8-11 weeks. *If time-sensitive, expedited service recommended (\$ 60 additional):currently approximately 7 weeks. All processing times subject to change.*
- **Record Room Research:** 9-5 (last call for large format prints 4:45)
- **RSC/Archives:** Email: [recordscenter@warrencountyny.gov](mailto:recordscenter@warrencountyny.gov) Request appointments thru email for public research.

- **Historian:** Email: [historian@warrencountyny.gov](mailto:historian@warrencountyny.gov) ; (518) 761-6544 for arrangements (M & W).
- We continue to use E-Recording, E-filing (mandatory), Drop Box and Mail. Convenient & Timely.
- 5 million pages of Public Records (Deeds, Mortgages, DBAs, Open Supreme Court files) are available online 24/7. [www.warrencountyny.gov/clerk/online\\_records](http://www.warrencountyny.gov/clerk/online_records). Follow prompts!

**C. PISTOL PERMIT SERVICES: NOTE: NEW ELIGIBILITY REQUIREMENTS FOR NEW PISTOL PERMIT APPLICATIONS; INCLUDES NEW SAFETY COURSE EFFECTIVE 9/1/2022. CHECK WITH OFFICE ON MOST CURRENT APPLICATION REQUIREMENTS!!!**

- Due to high volume activity, we continue to experience delays in processing. We appreciate your patience. Total time for new permit process: 6+ months. To check status, please allow 12 weeks before calling. References must be prompt in responding; **no 2<sup>nd</sup> notices given.**
- All visitors must check in at Clerk's Office before being directed to Pistol Permits office; includes those with appointments. **Appointments required for confidential services; <https://warrencountypistolpermits.setmore.com>.**

**NOTE: To all who purchased application packets prior to 9/1/2022 and have not yet turned them in, please make an appointment by October 31, 2022 to have paperwork reviewed for current status/compliance.**

- **Deputy available at [linehans@warrencountyny.gov](mailto:linehans@warrencountyny.gov)** (See info below)
- All Fees: cash or check
- Warren Co. Pistol Permit Webpage- Under Reconstruction.
- See NYSP website: [www.troopers.ny.gov](http://www.troopers.ny.gov) for new 2022 Pistol Permit Info, FAQs, Recertification, Mandatory Safety Course info.
- ***Pistol Permit Open Services: No appointments required for the following services: M-F 8-4 Processed at Clerk Front Counter:***  
 Application Packets: \$ 10. New Eligibility Information, Instructions, New application Forms: Pistol/Revolver and Semi Automatic Rifle Application  
**Semi Auto Rifle Endorsement: \$ 8 (for existing permit holders, amendment and printed card with endorsement)**  
 Amendments-Add/Delete: 1 or 2 add/deletes, \$ 3 per firearm; bring your receipt.  
 Address Change in Warren Co.: \$ 3 fee  
 Name Change: \$ 3 fee; bring proof of change (marriage certificate, driver's license)  
 Lost/Damaged Permit Replacement Card: \$ 5  
 Request to Remove Restrictions: \$ 8 (amendment & new card-duplicate); Pay when at Counter; card mailed when approved by Judge. If necessary, update to current address (\$ 3).  
 Transfer Out of Warren Co.: Bring payment of \$ 5 per county, total \$ 10.
- ***Pistol Permit Confidential Services: Appointments Required***  
**<https://warrencountypistolpermits.setmore.com> Hrs. M, W, 9-1, 2-3 (lunch break 1-2); Friday: 9-12. Deputy extends based on availability/office discretion.**  
 Add/Delete Firearms: 3 & more must be by appt. Bring in bill of sale/receipt from Dealer; \$ 3 per firearm.  
 Co-Ownership: To co-own with another Warren Co permit holder. \$ 3 per firearm; must have notarized letter of agreement from owner.  
 Transfer In to Warren Co.: You will receive call that transfer paperwork is ready. Bring current permit and \$ 12 for new photo.  
 Application Submissions: Bring all completed forms with valid ID; Photo taken \$ 12 fee.  
 Approved Applications: Bring approval letter; electronic signature, print, photo will be done at no fee.  
 Upgrade Paper to Plastic Card: Bring Green Paper Card, \$ 17 fee.