

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: County Clerk Recording & Court Filing, 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. Kindly follow all safety policies as we gradually return to our new normal. As always, be safe and be well.

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**Covid-19 Safety Plan for Public Reopening: 5/3/2021**

The Warren County Clerk's Office and DMV will comply with all county policies regarding the wearing of masks, social distancing, disinfection, visitor logs, health screening and public health notification. Appropriate signage is in place to ensure that staff and visitors are aware of all safety precautions and requirements.

**A. Warren County DMV: No change to current services, hours, appointment scheduling!**

*PS: Thank you for your positive response to our appointment program!!*

**Public Notes:**

- Public Office hours continue by appointment: 8:15 a.m. – 3:30 p.m.
- Please schedule online at <https://www.warrencountydmv.setmore.com>
- Select transaction type/time (15 min or 30 min). Request email notification.
- Arrive 5-10 min before; check in with security; security will direct customer to DMV; masks and social distancing required.
- Be prepared with all documents.
- Appointment is limited to customer only; no additional family members unless assistance demonstrated.
- Drop Box, Mail in continue to be available.

**B. Warren County Clerk's Office: IMPORTANT: New Hours for Warren County Clerk's Office effective 4/12/2021.**

**Public:**

- **NEW Public Office hours 8 a.m. – 3 p.m. (Appointments necessary only if indicated.)**
- All visitors are required to check in at Clerk's Front Counter. Complete Visitor Log/Health Screening Information.
- Visitors will be directed to appropriate office ; maximum capacity limits apply.
- We continue to use E-Recording, E-filing (mandatory), Drop Box and Mail.
- **Services:**
  - **Recording & Filings:** M-F 8 a.m. – 3 p.m. Number of recordings/filings for in-person submission: 3 (to allow us to comply with SD and maximum capacity limits); DBAs included with filings.
  - **Passport Services:** Tu & Th 8 a.m. – 11 a.m. Appointments Required: (518) 824-6656  
Services include: acceptance of new applications; photos for new and renewal application; no photos for infant – 2 years; renewals are sent by mail, not given to the County Clerk. *N.B. US Passports at the US Dept. of State are still experiencing significant delays. Allow 10-12 weeks for routine service; if time-sensitive, expedited service recommended (\$ 60 additional): 4-6 weeks. Status check available after 4 weeks.*
  - **Record Room:** For Public Searching. Maximum 4 people at one time. Available: 8 a.m. – 3 p.m. (hourly – 8,9,10, etc). Rear door (to RPTS) to remain closed – no exiting, no entering.) Room closes at 4 for sanitizing.

- **RSC/Archives:** Email: [recordscenter@warrencountyny.gov](mailto:recordscenter@warrencountyny.gov)
- **Historian:** Email: [historian@warrencountyny.gov](mailto:historian@warrencountyny.gov) ; (518) 761-6544 for arrangements (M & W).

**C. PISTOL PERMITS: NEW, IMPORTANT INFORMATION!!!**

**Appointments:** <https://warrencountypistolpermits.setmore.com> (See info below)

- Due to extremely high volume activity, we continue to experience delays in processing. Please **allow at least one week** for email or phone response. Total new permit process: 4-5 months.
- **Appointments required for select services**; also some services are available at Front Counter. All visitors must check in at Front Counter before being directed to Pistol Permits office; includes those with appointments.
- All Fees: cash or check (no credit card)
- **Pistol Permit Services: Front Counter (No Appointment Necessary).**
  - Application Packets: \$ 10.
  - Amendments-Add/Delete: 1 or 2 add/deletes, \$ 3 per firearm
  - 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
- **Pistol Permit Services: Appointment Only** <https://warrencountypistolpermits.setmore.com>
  - 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.: Bring current permit and \$ 12 for photo.
  - Transfer Out of Warren Co.: Bring payment of \$ 5 per county, total \$ 10.
  - Application Submissions: Bring all completed forms with valid ID; Photo \$ 12.
  - Approved Applications: Bring approval letter; electronic signature, print, photo at no fee.
  - Upgrade Paper to Plastic Card: Bring Green Paper Card, \$ 17 fee.
- **Special Note: Request for Unrestricted Requests:** Email: [linehans@warrencountyny.gov](mailto:linehans@warrencountyny.gov); instructions will be sent.