

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: 9/20/2022**

**A. WARREN COUNTY DMV:** We are a full-service Motor Vehicle Office – Please be prepared and bring all required documents and forms when coming to the DMV for your transactions! **IMPORTANT : DUE TO HIGH VOLUME FOR SEASONAL TRANSACTIONS, VACATION LEAVE, AND REAL ID REQUIREMENTS, PLEASE SEE THE FOLLOWING UPDATED INFORMATION!**

- **HOURS: M-F 8:15-4:00, except legal holidays.**

**APPOINTMENTS: 8:15-4:00 REQUIRED for all transactions except plate surrenders (see below). Please schedule appts. at: <https://warrencountydmv.setmore.com> . Check out transaction requirements when scheduling. Arrive 5 min before. Note: Most available same or next day...but remember...they do fill quickly. Appointment Kiosk available at DMV entrance – hall corridor. Easy to make your appointment! User-friendly!**

**PLATE SURRENDERS: We do our best to accommodate Plate Surrenders between scheduled appointments. If you are in a hurry, please use our Drop Box – put plates in Envelope with \$1, telephone #, and current address if different. We mail receipts back to you.**

- 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. This will save you time and eliminate a return trip. Info available on appointment schedule or nys DMV website.
- To ensure adequate customer seating, 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, DMV matter. 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:** New applications – Appointments required, especially for families, Tu & Th 8 -11. (518) 824-6656. No appointments for renewal info, renewal photos; due to 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) *If time-sensitive, expedited service recommended (\$ 60 additional): approximately 8 weeks, but changing frequently.*
- **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.**

- 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>.**
- **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.