

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

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*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, and the Warren County Department of Motor Vehicles. 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.*

*Throughout this pandemic year March 2020 to present, the office and all units have operated with a modified and/or appointment program. Previously secured doors to the Warren County Municipal Center will be re-opened to walk-up visitors on Monday April 12, 2021. During this initial, soft opening, please note the following policies and procedures with the understanding that we will continue to adjust as necessary. We thank you for your cooperation. As always, be safe and be well.*

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**NOTE: Covid-19 Safety Plan for Public Reopening:** See Attached.

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!**

**Public Notes:**

- Public Office hours continue by appointment: 8:15 a.m. – 3:30 p.m.
- Please schedule online at [warrencountydmv.setmore.com](http://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)
- **PISTOL PERMITS: IMPORTANT INFORMATION!!!**
  - Due to extremely high volume activity, we continue to experience delays in processing. Please **allow at least one week** for email or phone response.
  - All visitors must check in at Front Counter before being directed to Pistol Permits office; includes those with appointments.
  - ***Pistol Permit Services:***
    - Application Packets: Purchase at counter - \$ 10.
    - Amendments-Add/Delete: Continue with Drop Box or Mail
    - Unrestricted Requests: Email: [linehans@warrencountyny.gov](mailto:linehans@warrencountyny.gov)
    - Application Submissions: Continue with Drop Box or Mail..
    - Approval Letters by Appointments: M & W 9 – 3. Please refer to approval letter for instructions.