

## TOWN CLERK OFFICES

### Oyster Bay Town Hall East

54 Audrey Avenue  
Oyster Bay, NY 11771  
(516) 624-6333

Fax: (516) 624-6396

All licenses, permits and Passports  
(516) 624-6324

All vital statistics (births, marriages, deaths)  
(516) 624-6335

### Oyster Bay Town Hall South

977 Hicksville Road  
Massapequa, NY 11758  
(516) 797-7960

Fax: (516) 797-7968

Licensing and Permits:

marriage, dog, hunting and fishing, waste disposal, parking, lifetime senior citizen beach, shellfish and sandworm; taxi and tow car applications; passports.

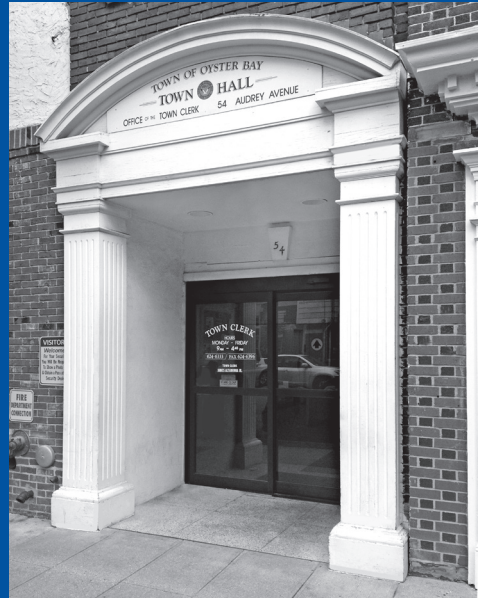
Town Supervisor  
JOSEPH SALADINO



TOWN BOARD  
Joseph D. Muscarella  
Anthony D. Macagnone  
Rebecca M. Alesia  
Michele M. Johnson  
Louis B. Imbroto  
Thomas P. Hand  
Town Clerk  
James Altadonna Jr.  
Receiver of Taxes  
James J. Stefanich



## Office of Oyster Bay Town Clerk James Altadonna Jr.



## Your Doorway to Local Government

### PERMITS

Parking Shellfish Waste Disposal  
Explosives Special Beach

### LICENSES

Dog Hunting & Fishing  
Peddlers/Vendors Taxicab & Tow Car  
Landscaping Passports

### VITAL STATISTICS

Birth Certificates Marriage Licenses  
Death Transcripts

Website Address:  
[www.oysterbaytown.com](http://www.oysterbaytown.com)

## A Message From Town Clerk JAMES ALTADONNA JR.



Dear Friend,

On a daily basis, the Office of the Town Clerk provides many direct services to the more than 293,000 residents of Oyster Bay.

While my office is generally credited with issuing licenses, that is only a small part of this complex job. State law mandates many duties, but many more go well beyond those mandates, as this office serves as a major source of information to all.

The Oyster Bay Town Clerk is the Registrar of Vital Statistics, Public Access Officer, Recording Secretary, Records Management Officer, Filing Officer, Licensing Commissioner and Election Coordinator.

A dedicated and experienced staff is ready to assist you at either Oyster Bay Town Hall or at the Massapequa Annex. The services of local government are only a few minutes from your doorstep no matter where in the Town you live.

As designated License Commissioner for the Town of Oyster Bay, my office not only issues all applicable licenses and permits, but also has the authority to suspend or revoke such licenses if the situation warrants.

As the Registrar of Vital Statistics, this office maintains, in Town Hall North, a complete and accurate recording of all births and deaths within the Town. Furthermore, by resolution of the Town Board, the Town Clerk serves as Marriage Officer and performs civil wedding ceremonies.

My office is also the custodian of all Town records, responsible for active files, storage, and disposition of inactive records, and the careful maintenance of archival material. We are responsible for the safekeeping of Town historical and legal documents, including the original First Purchase Deed drawn in 1653. As administrator of the Freedom of Information Law (FOIL), such records are available to Oyster Bay residents by requests to the Town Clerk. FOIL guarantees your right to know the workings of government.

In addition, the Town Clerk's Office is responsible for minute books, the official record of the activities of Town government. The resulting volumes are retained permanently for legal and historic purposes.

Additionally, our office serves as a United States Passport Acceptance Facility. Citizens may apply for their Passports at both offices, Monday throughout Friday, 9:00 a.m. to 4:00 p.m. Both locations have all application forms and the staff is trained to assist with special needs.

The Office of the Town Clerk provides residents with a variety of essential services and records. I encourage all residents to contact me should the need arise. We are ready and willing to assist you in any way whatsoever.

Sincerely,

James Altadonna Jr., Town Clerk

## PERMITS

### Parking

Permits for use of the parking lots maintained by the Town at the Bethpage, Glen Head, Hicksville, Locust Valley, Massapequa and Syosset train stations are issued throughout the year to Town residents. All permits expire March 31. Fees for village residents are prorated after September 30; resident two-year permits are prorated after March 31 of the odd year. Parking permits for the handicapped are available from the Nassau County Office of the Physically Challenged, 60 Charles Lindberg Avenue, Uniondale, NY 11553 (516) 227-7399.

### Shellfish

Resident renewed each year and new photo I.D. required every five years. Commercial permits are available and renewed with new picture each year. Lifetime senior citizen (age 60) shellfish permits are issued at the Oyster Bay office and Town Hall South office, Massapequa.

### Waste Removal

Vehicle permits for use of Town's Solid Waste Disposal Complex, or to transfer waste within Town limits, are available to self-employed residents and commercial concerns. Where personnel are hired, proof of workers' compensation and disability coverage is required. Permits issued to scavenger operators. All permits expire January 31.

### Senior Citizen Beach Permits

Residents over age 60 may apply at either Town Hall East or Town Hall South for "Lifetime Senior Citizen Beach Permits." Proof of residency required for issuance of photo I.D. to show at beach for car permit and sticker. There is a one time only fee.

## LICENSES

### Dog Licenses

All dogs over four months of age must be licensed. Licenses expire one year from date of issue. Although dog's ID tag is permanent, the license must be renewed every year. Rabies vaccination must be current to receive or renew a license.

### Hunting & Fishing

Issued through the Town under State regulations, licenses are available prior to, and during, seasons. A first-time hunter must show a hunter training certificate.



### Peddlers/Vendors

Licenses required for door-to-door, place-to-place, street-to-street solicitation; photo identification issued. Vendors' vehicles, which must be licensed, require formal approval from the Nassau County Board of Health. All licenses expire December 31.

### Taxi & Tow Car

Each vehicle and driver must be licensed; photo identification issued. Taxicab licenses expire the last day of February; tow car licenses expire June 30.

### Bingo & Games of Chance

Organizations apply to Oyster Bay Town Clerk's Office for a license to conduct bingo games and games of chance, submitting proof of registration with the New York State Racing and Wagering Board. Town bingo inspectors spot-check all bingo games on a year-round basis. The Town Clerk requires four weeks to process all applications.

## VITAL STATISTICS

(Town Hall East, Oyster Bay, only)

As required by New York State Law, the Town Clerk maintains an accurate accounting of births, marriages and deaths within the Town. This information is confidential.

### Birth Certificates

A birth certificate is mailed to parents of each child born within the Town of Oyster Bay. Duplicates available for \$10.

### Marriage Licenses

A fee for a marriage license is \$40 and is valid for sixty days after 24 hours from the exact time issued unless waiver is obtained from Supreme or County Court. Underage applicants (16-17) must be accompanied by a parent or legal guardian to sign a consent form in the Town Clerk's office. Marriage licenses are also available at Town Hall South in Massapequa.



### Death Transcripts

Permits issued for burial or cremation. Upon request, a certified transcript of death will be provided for a fee of \$10 per transcript.

## MARRIAGE OFFICER

The Office of the Town Clerk has marriage officers appointed by the Town Board to perform civil marriage ceremonies. Couples who wish to avail themselves of this service can either call the office, (516) 624-6332, or schedule a time when a marriage license is issued.

## RECORDS ACCESS OFFICER

The Town Clerk's Office handles requests for information under the Freedom of Information Law (FOIL) for all departments. Requests must be filed in person in the Town Clerk's Minutes Section, Town Hall East, Oyster Bay, or by e-mail or by facsimiles.