

# PERMITS & LICENSES

## 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 Town resident permits are issued for a two year period that begins on April 1 and expires on March 31. Fees for permits that are issued one year or more after the initial offering will be prorated. Fees for village residents are issued for a one year period that begins April 1 and expire on March 31. Village permits that are issued after September 30 will be prorated. 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/Sandworm

Resident permits are renewed each year and require a new photo I.D. every five years. Commercial shellfish permits are available and can be renewed with a new picture each year. Lifetime senior citizen shellfish/sandworm permits are issued at both Town Hall offices.

## Senior Citizen Beach Permits

Seniors may apply at either Town Hall office for "Lifetime Senior Citizen Beach Permits." Driver's license and proof of residency is required for issuance of a photo I.D. card which can be used to acquire a beach sticker for your car. There is a one time fee.

## Hunting & Fishing

Permits/licenses are issued through the Town under State regulations and are available prior to, and during each season. A first-time hunter must show a hunter training certificate.

## Dog Licenses

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

## Commercial Licensing

Landscaping, Commercial Waste Removal, Secondhand Dealer, Going-Out-of-Business, Explosives, Filming and Use of Drones on Town Property all require a permit/license from the Office of the Town Clerk. For details call Commercial Licensing at (516) 624-6333.

## Peddlers/Vendors

Licenses are required for door-to-door, place-to-place and street-to-street solicitation. A photo I.D. will be issued. Vendors' vehicles must be licensed and 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. A photo I.D. will be issued. Taxicab licenses expire the last day of February; tow car licenses expire June 30.

## Bingo & Games of Chance

Organizations can apply to the Oyster Bay Town Clerk's Office for a license to conduct bingo games and games of chance by submitting proof of registration with the New York State Racing and Wagering Board. The Town Clerk requires four weeks to process all applications.



## VITAL STATISTICS

(Town Hall North, 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

If born in the Town of Oyster Bay, birth certificates may be requested by the person named on the record if over 18 or by the parent or legal guardian for a fee of \$10 per certified copy.

## Marriage Licenses

Once a marriage license is obtained there is a 24 hour waiting period to have a ceremony, expires after 60 days. There is a \$40 fee. Can be obtained at Town Hall North and Town Hall South locations.

## Death Transcripts

Permits are 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) 624-6333, 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 North at 54 Audrey Avenue Oyster Bay, NY 11771, or by email or by fax.

## PASSPORTS

Residents can apply for their United States passports during regular business hours at both Town Hall locations. Call (516) 624-6343 for Town Hall North, or (516) 797-7962 for Town Hall South. Residents can also visit our website at [www.OysterBayTown.com](http://www.OysterBayTown.com).



## TOWN CLERK OFFICES

**Town Hall North**  
54 Audrey Avenue  
Oyster Bay, NY 11771  
(516) 624-6333  
Fax: (516) 624-6396

**All permits, licenses, and passports**  
(516) 624-6324  
**All vital statistics** (births, marriages, deaths)  
(516) 624-6335

**Town Hall South**  
977 Hicksville Road  
Massapequa, NY 11758  
(516) 797-7960  
Fax: (516) 797-7968

### Permits and Licenses:

marriage, dog, hunting and fishing, parking, lifetime senior citizen beach, shellfish and sandworm, passports

## Town Supervisor JOSEPH SALADINO



**TOWN BOARD**  
**Michele M. Johnson**  
**Louis B. Imbroto**  
**Thomas P. Hand**  
**Steve Labriola**  
**Laura L. Maier**  
**Vicki Walsh**

*Town Clerk*  
**Richard LaMarca**

*Receiver of Taxes*  
**Jeffrey P. Pravato**



Town Supervisor  
**JOSEPH SALADINO**

# The Office Of The Town Clerk

*Your Doorway To Local Government*



Town Clerk  
**Richard LaMarca**  
(516) 624-6333

[www.OysterBayTown.com](http://www.OysterBayTown.com)

# A Message From Town Clerk Richard LaMarca



Dear Friend,

On a daily basis, the Office of the Town Clerk provides many direct services to the more than 300,000 residents of Oyster Bay.

While my office is generally recognized for issuing licenses, that is only a small part of this multi-faceted 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 location or at the Massapequa Annex. The services of local government are only a few minutes from your doorstep no matter where you live in the Town.

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 residents by request 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,

**RICHARD LaMARCA**  
Town Clerk

