

TERESA SEARS, OTEGO TOWN CLERK
REGISTRAR OF VITAL STATISTICS
(607) 988-2698 Ext. 2
otegotownclerk@stny.rr.com

Town Clerk Frequently Asked Questions

1. What are your hours?
The [Town Clerk/Tax Collector](#) office is open Tuesday, Wednesday, and Thursday from 9:00 a.m. to 1:00 p.m. If you have any questions, please call (607)988-2698.
2. Where do I get a copy of my birth certificate?
If you were born in the Town or Village of Otego, you may obtain a copy of your birth certificate at the Town Clerk's office in the Municipal Building at 3526 State Highway 7 in Otego. Please bring the downloadable [Copy of Birth Record](#) form with [proof of identification](#) and \$10.
3. What do I need to get a marriage license?
Both parties must appear in person at the Town Clerk's office with the [Affidavit, License and Certificate of Marriage](#) form, proof of identification, certified birth certificates, divorce papers (if applicable), and \$30.
4. How do I obtain copies of birth/death/marriage records?
Fill out the appropriate request form: [Copy of Birth Record](#), [Copy of Death Record](#), or [Copy of Marriage Record](#) and then send/bring to the Town Clerk's office. Please provide [proof of identification](#) along with the appropriate fee.
5. What do I need to get my dog licensed?
Proof of rabies vaccination certificate, spay/neuter certificate (if applicable), and the completed *Dog License Form* with the appropriate fee amount. Fee exemptions for service dogs and senior discounts apply. Licenses must be renewed each year. A \$2 late fee will be charged for any license not renewed by the expiration date.
6. How do I contact the [Dog Control](#) Officer?
Ellen Dwyer may be reached at (607)988-2637 or (607)434-6453.
7. When are my taxes due?
Property tax bills are mailed by the county at the end of December. Payment is due by January 31st and may be paid at the Town Clerk's office or mailed to the town address. School taxes are handled by Unatego Central School. Please contact the district office for more information.
8. Where do I pay a ticket?
Ticket payments are handled by the Court Clerk(s). Please visit the Town Court webpage for more information or call (607)988-2698, extension 1.
9. How do I reserve the village pavilion?
Please complete the [Pavilion Reservation Form](#) and present it at the Town Clerk's office for approval of the reservation dates requested.