A large, light blue, thick-lined spiral graphic that starts from the center and winds outwards, occupying the left and bottom portions of the page.

NY Clerk Licensing Versions 7.10.24 Release Guide

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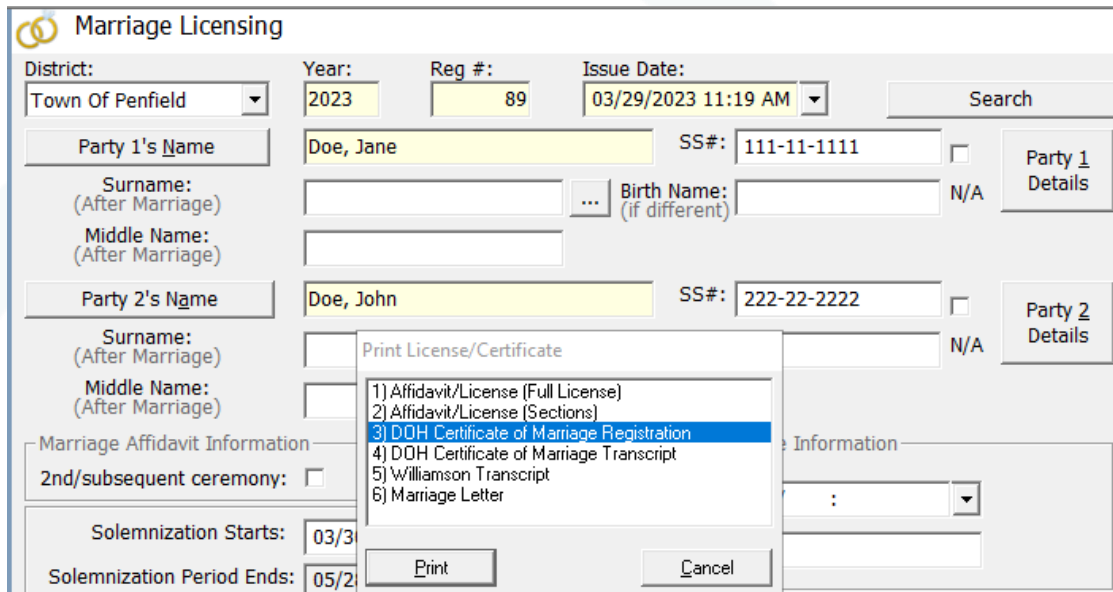
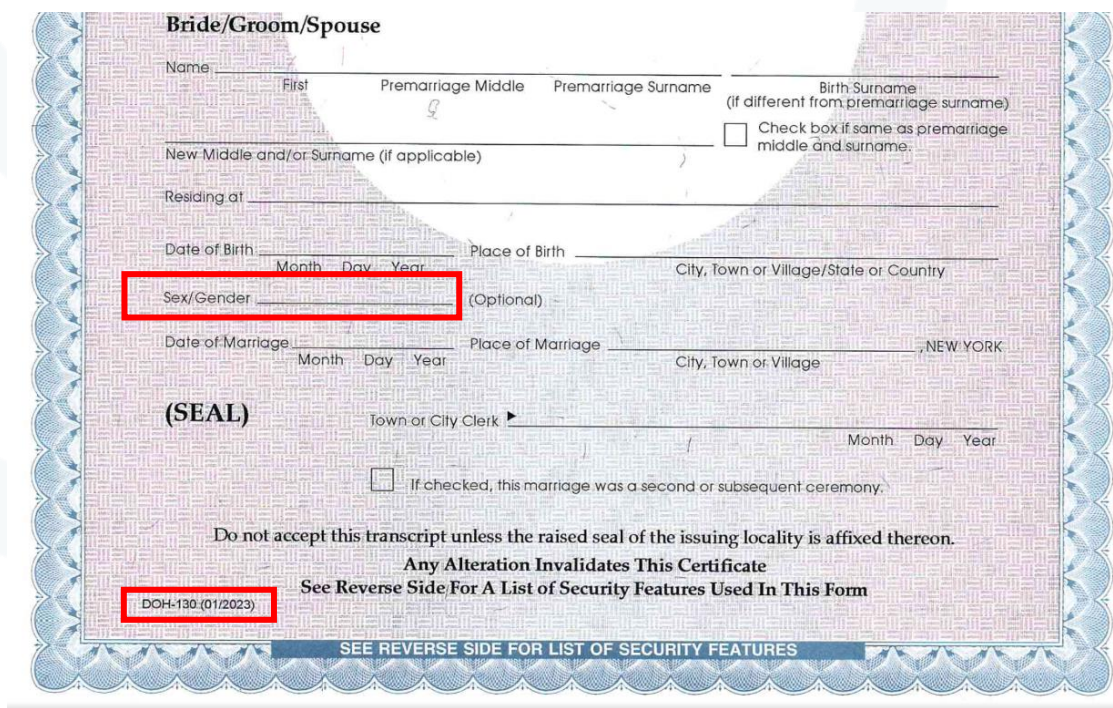
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New Features

Vitals Modules

NYS DOH Marriage Forms Revision Date-01/2023

New Marriage Certificates and Transcript revisions were released in January of 2023. The system now prints onto these new forms which include the addition of the Gender field.

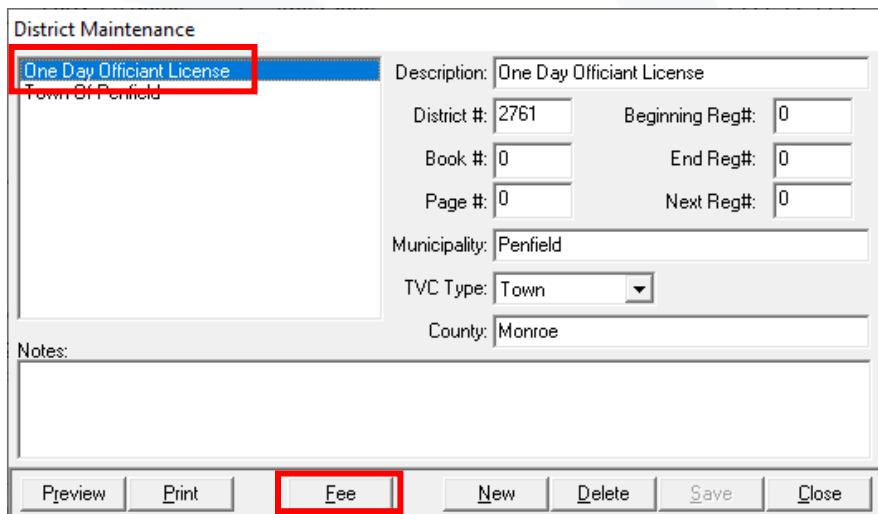
Marriage- Addition of One Day Officiant License

With the passing of NYS legislation S.739A/A.6300A, individuals can now purchase a One Day Officiant license to officiate marriages. A new option called “One Day Officiant” has been added to the Vitals tab in the Marriage module to track the necessary information and to print the one day officiant license.

Configuration of One Day Officiant Fee Account

The local account # configured for the Marriage License Fee will be carried over to the One Day Officiant License Fee. It is recommended to verify this account # and make any adjustments that are necessary prior to utilizing this feature.

1. Navigate to **Tools > Lookup files > District Maintenance**
2. Select the One Day Officiant License District and then click the Fee button.



District Maintenance

One Day Officiant License
Town of Penfield

Description: One Day Officiant License

District #: 2761 Beginning Reg#: 0

Book #: 0 End Reg#: 0

Page #: 0 Next Reg#: 0

Municipality: Penfield

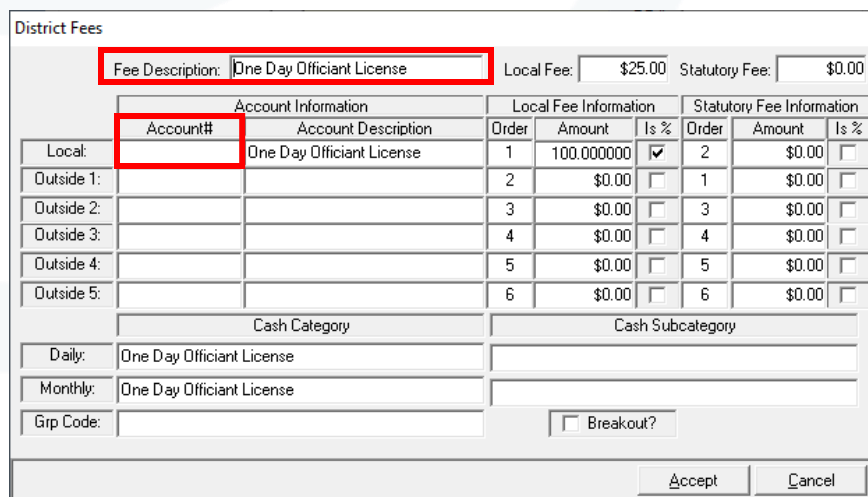
TVC Type: Town

County: Monroe

Notes:

Buttons: Preview, Print, **Fee**, New, Delete, Save, Close

3. Verify the Account # for the One Day Officiant License Fee.



District Fees

Fee Description: **One Day Officiant License** Local Fee: \$25.00 Statutory Fee: \$0.00

Account Information		Local Fee Information			Statutory Fee Information		
	Account#	Order	Amount	Is %	Order	Amount	Is %
Local:	One Day Officiant License	1	100.000000	<input checked="" type="checkbox"/>	2	\$0.00	<input type="checkbox"/>
Outside 1:		2	\$0.00	<input type="checkbox"/>	1	\$0.00	<input type="checkbox"/>
Outside 2:		3	\$0.00	<input type="checkbox"/>	3	\$0.00	<input type="checkbox"/>
Outside 3:		4	\$0.00	<input type="checkbox"/>	4	\$0.00	<input type="checkbox"/>
Outside 4:		5	\$0.00	<input type="checkbox"/>	5	\$0.00	<input type="checkbox"/>
Outside 5:		6	\$0.00	<input type="checkbox"/>	6	\$0.00	<input type="checkbox"/>

Cash Category: One Day Officiant License

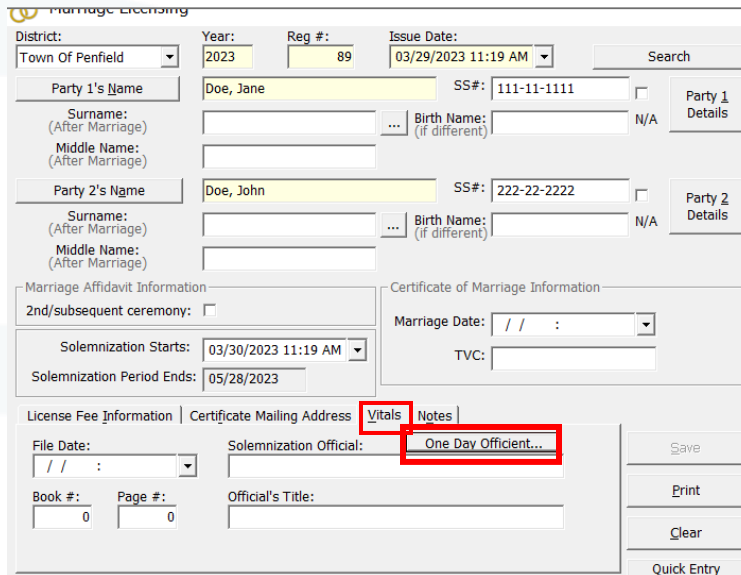
Cash Subcategory: One Day Officiant License

Grp Code: Breakout?

Buttons: Accept, Cancel

Entering a 1 Day Officiant License

To enter a One Day Officiant License you must first enter or search for an existing marriage license record. Click on the Vitals tab and then click the One Day Officiant button.



Marriage Licensing

District: Town Of Penfield Year: 2023 Reg #: 89 Issue Date: 03/29/2023 11:19 AM Search

Party 1's Name: Doe, Jane SS#: 111-11-1111 Party 1 Details

Party 2's Name: Doe, John SS#: 222-22-2222 Party 2 Details

Marriage Affidavit Information: 2nd/subsequent ceremony: Solemnization Starts: 03/30/2023 11:19 AM Solemnization Period Ends: 05/28/2023

Certificate of Marriage Information: Marriage Date: / / : TVC:

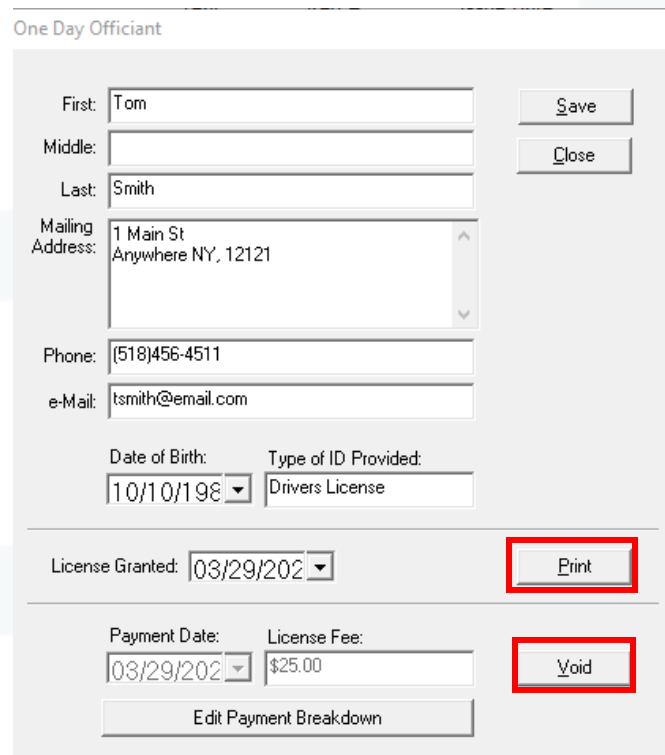
License Fee Information | Certificate Mailing Address | **Vitals** | Notes

File Date: / / : Solemnization Official: **One Day Officiant...** Save

Book #: 0 Page #: 0 Official's Title: Print

Clear Quick Entry

Complete the form that appears and then click Save, you will be prompted to print the record upon save and then can complete the payment information. The One Day Officiant License can be reprinted after the initial save from this screen along with the ability to void the license and payment.



One Day Officiant

First: Tom Save

Middle: Close

Last: Smith

Mailing Address: 1 Main St Anywhere NY, 12121

Phone: (518)456-4511

e-Mail: tsmith@email.com

Date of Birth: 10/10/198 Type of ID Provided: Drivers License

License Granted: 03/29/202 Print

Payment Date: 03/29/202 License Fee: \$25.00 Void

Edit Payment Breakdown