

Municipal Clerk/Registrar of Vital Statistics

The Municipal Clerk is the secretary to the municipal corporation and is custodian of the municipal seal, all Township Committee Minutes, Resolutions, Ordinances, bonds, and contracts.

The Municipal Clerk, as the secretary to the Township Committee, prepares Agendas, is present at all Township Committee meetings, maintains a record of the proceedings of the meetings, and records the Minutes of the meetings.

The Clerk oversees all municipal elections, and is the chief registrar of voters for the township.

The Municipal Clerk serves as Custodian of Records and is responsible for implementing record archives and retention. If a member of the public would like to request a government record through OPRA, the request must come to this office for processing.

Services provided include:

Registrar of Vital Statistics

Marriage License Applications by Appointment Only

Issuance of certified copies of births, deaths, marriages, civil unions and domestic partnership that have taken place in Elk Township.

Notary services

Licensing:

Vendors

Taxi Cabs

Bingo and Raffle Licenses

Issuance of Permits for:

Yard Sales, Street Openings, Coin Drops, Solicitors/Vendors, Taxi Cabs

Landlord Registration

Registration of Dogs

All dogs must be registered each year before March 1st. Dogs registered on or after March 1st will be charged a late fee. A copy of a current rabies certificate is required at registration.