

Office of the City Clerk  
515 North Avenue  
New Rochelle, NY 10801

Michelle Oliveros  
City Clerk

Mary Louise Sullivan  
Deputy City Clerk



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CITY OF NEW ROCHELLE  
NEW YORK

**AUTHORIZATION AGREEMENT FOR AUTOMATIC  
CREDIT CARD PAYMENT**

I, authorize the City of New Rochelle to initiate debits to my credit card for the payment of a License, Certificate, Report, Transcript, Permit and/or any other specify document fee as indicated on the accompanying application. I understand that the credit card payment will be processed upon receipt of this authorization and the included application.

NAME OF APPLICANT: \_\_\_\_\_

**REQUESTED DOCUMENT**

- Birth Certificate       Genealogy Report       Dog License       Death Certificate  
 Marriage License       Marriage Transcript       other: *please specify* \_\_\_\_\_

**CREDIT CARD INFORMATION**

Type of Credit Card:     Discover     Master Card     Visa    Amount:\$ \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name as it appears on the Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: A COPY OF YOUR CURRENT PHOTO ID (U.S. DRIVER'S LICENSE OR PASSPORT) MUST ACCOMPANY THIS AFFIDAVIT.**

**THIS AUTHORIZATION AGREEMENT CAN BE MAILED OR EMAILED:**  
City Clerk's Office, 515 North Avenue, New Rochelle, NY 10801  
cityclerkinfo@newrochelleny.com