

CLERK'S OFFICE



GENERAL INFORMATION

The Clerk's Office is located inside Eastpointe City Hall at 23200 Gratiot. Hours of operation are 8:00 a.m. to 4:30 p.m. Monday- Thursday. (Closed Fridays) The City Clerk's Office is under the direction of the Deputy City Clerk/Assistant City Manager, Randy D. Altimus. Election questions may be directed to Kimmy Rich at (586) 445-5026 ext. 2200. Licensing questions may be directed to Heather Ross at (586) 445-5026 ext. 2202. The Clerk's Office is responsible for a variety of services listed below. For any additional information not listed on these web pages, please call (586) 445-5026.



LIST OF SERVICES

- Register voters
- Absentee Voter Application & Ballot
- Accept Nominating Petitions for Mayor, City Council & School Board offices
- Conduct Elections
- Provide current and past election voter information
- Process Birth and Death Certificates
- Receive Employment Applications
- Receive bids for services and equipment
- Issue Dog & Kennel Licenses
- Issue Business Licenses (including auction, going out of business sales, handbill distributors, home occupation, ice cream vendors, massage business & therapists, mechanical amusement & coin operated devices, peddlers, snow removal, tattoo/tattooists)
- Issue Vendor Licenses for Gratiot Cruise, Art & Ice Festival, World Festival etc...
- Issue Bicycle Licenses

Please note, all applications/downloads on the Clerk's Office pages require "Acrobat Reader," available as a free download from [the Adobe website.](#))