Jefferson County Clerk's Office

175 Arsenal St.
Watertown, N.Y. 13601

Court/Land Records FAX (315)785-5145
Court/Land Records (315)785-3200
www.co.jefferson.ny.us

Gizelle J. Meeks
County Clerk/ RMO
(315) 785-3312
gmeeks@co.jefferson.ny.us

Jaime S. Thompson
Deputy Clerk
(315) 785-3312
jthompson@co.jefferson.ny.us

REQUEST TO RETRIEVE UNRETURNED ORIGINAL DOCUMENT

(Please Print or Type)

Any document submitter who did not provide a SASE may submit this form together with a check payable to "Jefferson County Clerk" in the amount of $1.00 for each document, to cover the cost of postage and handling. Documents will be retrieved from storage and mailed to the address provided below.

Party 1: _____

Party 2: _____

Document Type: _____

Instrument Number: _____ Recorded Date: _____

Requestor Name:_____ Date: _____

Address to mail original document to: _____

_____

Telephone Number: _____ Email: _____

Note (optional): _____

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DO NOT WRITE BELOW THIS LINE

Rec'd at Clerk's Office by:_____ On (date): _____

Mailed back by: _____ On (date): _____

Instrument Number: _____ Receipt Number: _____
(If postage paid)