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County Clerk/RMO  
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Ashley L. Gascho  
Deputy County Clerk  
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**Jefferson County Clerk's Office**  
175 Arsenal Street  
Watertown, NY 13601



Mandy M. Clermont  
DMV Deputy County Clerk  
315-785-3017

Kimberly A. Hayden  
Records Management Specialist  
315-785-5149

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**Payment for Services Policy**  
**(Last Updated 04/10/2024)**

The Jefferson County Clerk's Office currently accepts Cash, Money Order, Visa, and MasterCard.

**\*\*\* Jefferson County Clerk's Office will no longer be accepting ANY personal checks\*\*\***

1. **ALL** business checks must be preprinted with a name, address, and bank account number.
2. Checks may be an attorney's check; a title company check; a corporate or business check; a certified check; a bank check; a credit union check; a credit union money order; or a postal money order. All checks must be made payable to "Jefferson County Clerk".
3. Payments from outside the United States **must** be made by money order, in U.S. Funds, and drafted from a U.S. Bank.
4. The Jefferson County Clerk's Office will **NOT** process transactions short of the statutory fees. Transactions may be processed with fee overages not to exceed \$10.00 per receipt.
5. Effective immediately, the Jefferson County Clerk's Office will **NO LONGER** accept personal checks (see #2 for forms of payment).
6. Mailed copy requests must be paid for by Money Order or Credit Card only.
7. No business, corporate or attorney checks will be accepted after 180 days of the issue date.
8. Checks returned to this office unpaid by the bank will be subject to a \$40.00 service charge plus any applicable bank fees.
9. There is a transaction fee of 3% + \$0.69 for each payment made by credit card.
10. Abstractor tab payments must be paid in full by 10:00 am the next business day. On the last business day of each month, all tab payments must be paid in full and at a zero-balance due to monthly reporting.
11. If there is a question or further clarification is needed, please speak with the Deputy or County Clerk.