

Gizelle J. Meeks
County Clerk/RMO
gmeeks@co.jefferson.ny.us

Jefferson County Clerk's Office
175 Arsenal Street
Watertown, NY 13601

Mandy M. Clermont
DMV Deputy County Clerk
[315-785-3017](tel:315-785-3017)

Ashley L. Gascho
Deputy County Clerk
agascho@co.jefferson.ny.us



Kimberly A. Hayden
Records Management Specialist
[315-785-5149](tel:315-785-5149)

RECORDS SEARCH REQUEST

Name(s) to Search: _____

Year(s) to Search: _____

Type(s) of Document(s) Requesting:

Check all that apply

<input type="checkbox"/>	Deeds	<input type="checkbox"/>	Assumed Name Certificates	<input type="checkbox"/>	Maps
<input type="checkbox"/>	Mortgages	<input type="checkbox"/>	Convictions	<input type="checkbox"/>	Judgments
<input type="checkbox"/>	Naturalizations	<input type="checkbox"/>	Law Papers	<input type="checkbox"/>	Other:

Requestor Contact Information:

Name: _____ Address: _____

Email: _____

Phone: _____

Search Fee Costs:

Court Records	Each Name per 2 year Period	\$5.00
Land Records	Each Name Post 1967	\$5.00
	Each Name per 10 year Period Pre 1967	\$5.00

NOTE: This does not include the cost of copies.

- ✓ Make your Money Order payable to "Jefferson County Clerk".
- ✓ Once the search is complete, our office will contact you regarding the cost to obtain copies of any records found.
- ✓ For more information regarding our copy fees visit co.jefferson.ny.us.

Please complete this request and mail to:

Jefferson County Clerk's Office
ATTN: Records Management
175 Arsenal Street
Watertown, NY 13601