

Gizelle J. Meeks  
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# Jefferson County Clerk's Office

175 Arsenal Street  
Watertown, NY 13601

Kaitlyn A West  
Administrative Assistant  
[\(315\)785-3312](tel:(315)785-3312)



Ashley L. Gascho  
Deputy County Clerk  
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## 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](http://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