

Gizelle J. Meeks  
County Clerk/RMO  
[gmeeks@jeffersoncountyny.gov](mailto:gmeeks@jeffersoncountyny.gov)

# Jefferson County Clerk's Office

175 Arsenal Street  
Watertown, NY 13601

Ashley L. Gashcho  
Deputy County Clerk  
[agascho@jeffersoncountyny.gov](mailto:agascho@jeffersoncountyny.gov)

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



Mandy M. Clermont  
DMV Deputy County Clerk  
[mclermont@jeffersoncountyny.gov](mailto:mclermont@jeffersoncountyny.gov)

## REQUEST FOR DIVORCE DECREE (Form *MUST* be signed in front of a Notary Public)

Index/Case Number: \_\_\_\_\_

Name of Plaintiff at time of Divorce: \_\_\_\_\_

Name of Defendant at time of Divorce: \_\_\_\_\_

Year of Divorce Filing: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

Non-Certified Copy Needed     Certified Copy Needed     # of Copies Needed

\_\_\_\_\_  
*Signature of Requestor*

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and Sworn To  
Before me this \_\_\_\_\_ day  
Of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

- Please call **315-785-3200**, **select Option 2** prior to sending this request to verify copy fees.
- Make the Money Order payable to "Jefferson County Clerk".
- Include a copy of your valid photo ID that includes a signature.
- Include a self-addressed, postage stamped envelope or add \$1.00 per document for postage to your payment to receive your copy.

**Please complete this request and mail to:    Jefferson County Clerk's Office**

**RE: Copy Request**  
**175 Arsenal Street**  
**Watertown, NY 13601**