

Gizelle J. Meeks
County Clerk/RMO
gmeeks@jeffersoncountyny.gov

Jefferson County Clerk's Office

175 Arsenal Street
Watertown, NY 13601

Ashley L. Gascho
Deputy County Clerk
agascho@jeffersoncountyny.gov

Kaitlyn A. West
Secretary to County Clerk
[\(315\)786-6913](tel:(315)786-6913)



Kimberly A. Hayden
DMV Deputy County Clerk
khayden@jeffersoncountyny.gov

REQUEST TO RETRIEVE UNRETURNED ORIGINAL DOCUMENT (SUBMITTED WITHOUT SELF-ADDRESSED STAMPED ENVELOPE)

Documents recorded on or after April 1st, 2012, at the Jefferson County Clerk's Office must be accompanied by a self-addressed, stamped envelope ("SASE") for the return of the original document(s). Any original document submitted without a SASE will be kept for the legal retention period and then disposed of as provided in law. 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.

Printed Name: _____ Date: _____

Address to mail original document to: _____

Telephone Number: _____

Description of Document: _____

Note (optional): _____

DO NOT WRITE BELOW THIS LINE.

Location: Land Records Court Records

Instrument Number: _____ Recording Date: _____

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

Mailed back by: _____ On (date): _____