

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. Gascho  
Deputy County Clerk  
[agascho@jeffersoncountyny.gov](mailto: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](mailto:khayden@jeffersoncountyny.gov)

## RECORDS SEARCH REQUEST

Name(s) to Search: \_\_\_\_\_

Year(s) to Search: \_\_\_\_\_

**Type(s) of Document(s) Requesting:**

*Check all that apply*

- |                 |                           |           |
|-----------------|---------------------------|-----------|
| Deeds           | Assumed Name Certificates | Maps      |
| Mortgages       | Convictions               | Judgments |
| Naturalizations | Law Papers                | 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**