



MAUREEN O'CONNELL NASSAU COUNTY CLERK



HOW TO OBTAIN A COPY OF YOUR DEED

Certified copies of deeds recorded at the County Clerk's Office can be easily obtained by coming into the office to do a search or submitting a request by mail (*see below*).

Address:

Office of the Nassau County Clerk
240 Old Country Road
Mineola, NY 11501

Office Hours:

Monday through Friday
9 a.m. to 4:45 p.m.

(PLEASE NOTE: requests cannot be processed after 4 p.m.)

Whether your request is in person or by mail you will need:

- ▶ Your property section, block & lot numbers (located on your tax bill)
 - ▶ The fee for certified copies is:
 - \$5 in person
 - \$10 by mail (includes \$5 search fee)

MAIL IN REQUEST FOR CERTIFIED COPY OF DEED

Return this form with a check or money order payable to the Nassau County Clerk for \$10 and a self addressed stamped envelope to:

Nassau County Clerk
240 Old Country Road
Mineola, New York 11501
ATTN: Room B-1

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE # _____

SECTION _____ BLOCK _____ LOT(S) _____ UNIT # _____