

**DIRECTIONS FOR OBTAINING COPIES
OF DIVORCE DOCUMENTS
(Judgment of Divorce, Stipulation of Settlement, Orders, etc.)**

Please complete the attached form.

The Index Number must be provided. If you do not have the Index Number, you must include a check payable to the Nassau County Clerk in the amount of \$5.00. This is the fee for the Clerk's Office to search for the Index Number.

The first and last names of the two parties must be provided.

A contact telephone number must be included. If we have any questions regarding your request, we will use this number to call you.

You must indicate the name of the document you are requesting and whether or not you want the document certified or non-certified. A check payable to the Nassau County Clerk must accompany the request. The fee for non-certified copies is \$1.30 minimum and \$40.00 maximum per document, at a rate of \$.65 per page; certified copies are a minimum of \$5.00 and maximum of \$40.00 per document, at a rate of \$1.25 per page. If you know the page count, send the appropriate fee. (Always add one page for the Nassau County Clerk's cover sheet.) If you do not know the page count, you can send a blank check and put the words "not to exceed \$40.00" in the memo/for line of the check. The Nassau County Clerk's Office will fill in the correct amount. **YOUR NAME AND ADDRESS MUST BE EMBOSSED ON THE CHECK AND YOUR TELEPHONE NUMBER MUST BE INCLUDED. (IF THE PHONE NUMBER IS NOT EMBOSSED, PLEASE PRINT IT ON THE CHECK.)** The Nassau County Clerk's Accounting Department will not accept starter checks.

A self-addressed, stamped envelope must be provided or the document cannot be mailed to you. Please make sure your envelope is large enough and has enough postage on it to accommodate the appropriate number of pages. The document must be mailed back to you; it cannot be provided to a third party.

You **MUST** have the form notarized before mailing it to the Nassau County Clerk at:

240 Old Country Road
Attention: Room 106
Mineola, NY 11501

Finally, the response to the mail takes approximately four to five weeks. If you need the document more urgently, please send it overnight and include a self-addressed, pre-paid overnight envelope back to you and this will expedite the process.

**COMPLETE THE FOLLOWING FORM, NOTARIZE IT AND
MAIL TO THE NASSAU COUNTY CLERK'S OFFICE**

TODAY'S DATE: _____

**INDEX NUMBER (IF UNKNOWN, PLEASE ADVISE IF ACTION WAS
STARTED BEFORE OR AFTER 1992):**

NAMES OF TWO PARTIES: _____
(PLEASE PRINT)

CONTACT TELEPHONE NUMBER: _____

REQUESTED DOCUMENT: _____

CERTIFIED OR NON-CERTIFIED: _____

SIGNATURE: _____

**NOTARIZED BELOW (NOTARY MUST PROVIDE NAME OF PERSON
THAT APPEARED BEFORE THEM)**

(Remember to include fee and self-addressed, stamped envelope.)