

MAUREEN O'CONNELL, RN, JD
NASSAU COUNTY CLERK



OFFICE OF THE COUNTY CLERK
240 OLD COUNTRY ROAD
MINEOLA, NEW YORK 11501
516-571-2664 • FAX 516-742-4099
WWW.NASSAUCOUNTYNY.GOV/AGENCIES/CLERK/

TITLE SEARCHER ACCESS APPLICATION

As the State and County have allowed phased openings in response to the COVID-19 pandemic, the Nassau County Clerk is providing measured public access. The top priority of the County Clerk is to protect the staff of the Clerk's office, along with the residents we serve and the industry professionals who utilize the office. In person access to the Clerk's office will be provided in accordance with governmental guidelines.

Access to the Land Records Department (Room B-1) will be provided through designated time increments. Any title professional interested in gaining access must complete this application and return it to the Clerk's office. Notifications will be made as to the schedule of access. All requests for access to Court Records (Room 106) must be submitted through the online requisition form on the Clerk's website. Appointments will then be scheduled to view requested files.

In addition, any title professional with a Nassau County Access Badge must return the badge before being permitted to schedule access. Anyone that does not return their badge will not be considered for future access. **SCHEDULING AND CONDITIONS ARE ALL SUBJECT TO CHANGE.**

Completed applications are to be returned to the above address or the Clerk's lobby drop box along with Access Badge where applicable (do not send in with document submissions).

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

COMPANY / EMPLOYER NAME: _____

COMPANY / EMPLOYER ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMPLOYER PHONE & EMAIL: _____

SIGNATURE: _____ **DATE:** _____

FOR COUNTY CLERK USE - BADGE RETURN (IF APPLICABLE) YES ____ - DEPUTY COUNTY CLERK APPROVED BY:

SIGN: _____ PRINT: _____ DATE: _____