



# OFFICE OF THE COUNTY CLERK

## MAUREEN O'CONNELL

NASSAU COUNTY CLERK

240 OLD COUNTRY ROAD  
MINEOLA, NEW YORK 11501

516-571-2664



VISIT OUR WEBSITE:

[WWW.NASSAUCOUNTYNY.GOV/CLERK](http://WWW.NASSAUCOUNTYNY.GOV/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 (use form below):

#### Office Hours

Monday through Friday  
9:15AM—4PM

*(requests can only be processed up to 30 minutes prior to closing)*

#### 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: **\$10**



#### **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 #: \_\_\_\_\_