



**OFFICE OF THE COUNTY CLERK
MAUREEN O'CONNELL
NASSAU COUNTY CLERK**

LAND RECORDING INFORMATION

- You must prepare and present a completed Deed. (If needed, a form may be obtained from a legal stationery store. You must determine which deed form to utilize). Make sure it is signed and have it acknowledged before a Notary Public
- The Nassau County Clerk's Office has a clerical staff that is unable to assist or advise with the filling out of any documents. If you are in need of assistance you should seek legal advice
- The acknowledgment must be completed including venue, the Notary must be valid, and all signatures and information must be legible. Be sure to use the uniform acknowledgement
- Carefully read the instruction sheet
- Complete all the attached forms, or your deed will be rejected
- All Section, Block and Lot and Unit numbers are required on the first (front) page of all submitted documents, preferable on the lower left hand margin. (Check your tax bill for complete information, including lot groups
- Complete the Names and Addresses of all parties of the 1st part and parties of the 2nd part. No Post Office Boxes are allowed
- Payment of Transfer Taxes **MUST BE** made by **CERTIFIED** check
- Recording information required to record documents (as stated in documents) must be included
- Please use **black ink**. Documents must be legible and suitable for microfilming
- Recording fees may be paid by a personal check or credit cards* (Visa or MasterCard) **nominal convenience fee applies for credit cards*
- Name, Address, and Telephone Number must be on all checks
- All checks must be made payable to the "Nassau County Clerk"
- Please note that when requesting a Certified Copy of any recorded document, a copy of the document and a self-addressed envelope **MUST** be included as well as the additional fee
- If you would like a receipt, which contains the recording information, you must include a self-addressed stamped envelope
- A complete Nassau County Clerk Schedule of Fees is enclosed. **Be sure to check our website for updates**
- If a document has been rejected, review the reason for rejection before re-submitting, if you need further assistance, seek legal advice

To record land documents in person, you must be present 30 minutes before closing

General Office hours are set forth below:

M	T	W	TH	F
9am-12:30pm 1:30pm-4:30pm	9am-12:30pm 1:30pm-7:00pm	9am-12:30pm 1:30pm-4:30pm	9am-12:30pm 1:30pm-4:30pm	9am-12:30pm 1:30pm-4:30pm

To record documents by mail, send to:

Nassau County Clerk
240 Old Country Road, Rm 107
Mineola, New York 11501

www.nassaucountyny.gov

Please review website for updates