



OFFICE OF THE COUNTY CLERK
MAUREEN O'CONNELL
 NASSAU COUNTY CLERK
 240 Old Country Road
 Mineola, NY 11501
 516-571-2664



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
 9AM to 4:45PM

(Must be here 30 minutes prior to closing)

Please submit the following with your request:

- ▶ **Your property section, block & lot numbers (located on your tax bill)**
 - ▶ **The fee for a certified deed is \$10**
 - ▶ **A Self Addressed Stamped Envelope**

MAIL YOUR REQUEST FOR CERTIFIED COPY OF DEED TO:

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

YOUR NAME: _____

NAME ON DEED: _____

PROPERTY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NO.: (if we have a question): _____

LIBER & PAGE IF KNOWN: _____

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

ARE YOU REQUESTING THE CURRENT DEED OF RECORD? YES: _____ NO: _____