Mary Finegan
County Clerk/RM

Oneida County Clerk's Office
800 Park Avenue
Utica, NY 13501

Lisa Weeks
First Deputy

RECORDS SEARCH REOUEST

Name(s) to Search: _____

Year(s) to Search: _____

Type(s) of Document(s) Requesting:
Check all that apply

	Deeds		Assumed Name Certificates		Maps
	Mortgages		Criminal Actions		Judgments
	Civil Actions				Other:

Requestor Contact Information:

Name: _____ Address: _____

Email:_____ _____

Phone:_____ _____

# of Two Year Period Search Requests: _____ (i.e. 1989-1991)/(1992-1993)(1994-1995)(1996-1997)

If you know the Civil Action or Criminal Action Case Number, please indicate:_____
(This would still constitute a $5.00 search fee)

Search Fee Costs:

Court Records	Each Name per 2 year Period	$5.00
Land Records	Each Name per 2 year Period	$5.00
Other	Each Name per 2 year Period	$5.00

NOTE: This does not include the cost of copies, please note that a certified copy is $5.00 per document.

**** NO OUT OF NEW YORK STATE PERSONAL CHECKS WILL BE ACCEPTED****

* Make your Money Order or Certified Check payable to "Oneida County Clerk".
* Once the search is complete, our office will contact you regarding the cost to obtain copies of any records found.

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Please complete this request along with form of payment & mail to

Oneida County Clerk Office
Records Search
800 Park Avenue
Utica, New York 13501