

Mary Finegan  
County Clerk/RM

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

Lisa Weeks  
First Deputy

### RECORDS SEARCH REQUEST

Name(s) to Search:

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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: 4 (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.

- \* Make your Money Order 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.

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

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