



**COUNTY OF ERIE**  
**CHRISTOPHER L. JACOBS**  
COUNTY CLERK



**HOW TO OBTAIN A COPY OF YOUR DEED**

Certified copies of deeds recorded at the Erie County Clerk's Office can be easily obtained by coming to the office or submitting a request by mail.

**Address:**

Erie County Clerk's Office  
92 Franklin Street  
Buffalo, NY 14202

**Office Hours:**

Monday-Friday  
9:00 a.m. to 4:30 p.m.

**In order to request your deed you will need:**

- Completed Request Form-including date of property purchase
  - The fee for certified copies is \$5
  - \$10 by mail (includes \$5 search fee)



**MAIL IN REQUEST FOR CERTIFIED COPY OF DEED**

Return this form with a self-addressed stamped envelope and a check or money order for \$10 made payable to the *Erie County Clerk*:

**Erie County Clerk's Office**  
**92 Franklin Street**  
**Buffalo, NY 14202**  
**Attn: Deed Request**

NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

PURCHASE DATE OF PROPERTY (APPROXIMATE) \_\_\_\_\_