



CITY OF WATERTOWN, NEW YORK
 OFFICE OF CITY CLERK
 CITY HALL, ROOM 101
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 WATERTOWN, NEW YORK 13601-3387
 (315) 785-7780 Fax (315) 785-7796
 Email: asaunders@watertown-ny.gov

Ann M. Saunders
 City Clerk/City Historian

Commissioner of Deeds Application

Instructions:

1. Submit a completed application along with the fee of \$25 to the City Clerk's Office.
2. A resolution appointing the applicant will be considered by City Council at an upcoming meeting.
3. If the appointment is approved, a Commissioner of Deeds Certificate will be mailed to the applicant, which will need to be filed along with an oath of office at the Jefferson County Clerk.

Full Name of Applicant: _____

State of New York
 County of Jefferson
 City of Watertown } ss:

I, _____, being duly sworn, hereby make application for appointment to the office of Commissioner of Deeds in and for the City of Watertown.

I hereby swear that:

1. I am a citizen of the United States, *and*
2. I am over the age of 18 years, *and*
3. Check one

I maintain my fixed and permanent residence in the City of Watertown, New York at the following address:
 _____, *or*

(print address)

I maintain an occupation of _____
 in the City of Watertown at the following address:
 _____,
(print address)

and I maintain my fixed and permanent residence in the County of Jefferson, New York at the following address:
 _____, *and*

(print address)

4. that all the statements contained in the foregoing application are true.

Signature of Applicant: _____ Date: _____

Sworn to before me this _____ day of _____, 20____

 Notary Public or Commissioner of Deeds