

CITY OF ROCHESTER
CITY CLERK'S OFFICE
LICENSING UNIT

IMPORTANT INFORMATION – PLEASE READ

Below are the requirements and restrictions concerning the office of Commissioner of Deeds.

An applicant must be at least eighteen years of age.

An applicant must be a permanent resident of the City of Rochester

OR

Maintain an office or place of business in the City of Rochester *and* is a permanent resident of the County of Monroe.

The applicant's signature must be witnessed by either a Commissioner of Deeds or a Notary Public. The applicant's signature should be witnessed before coming to the City Clerk's Office.

Fee at the City Clerk's Office - \$20.00.

Applicant takes the Oath of Office and signs the oath card.

Fee at the County Clerk's Office - \$10.00.

Applicant takes the Oath of Office and signs the Commissioner of Deeds book.

Immediately after being sworn in at the City Clerk's Office, the applicant must go to the County Clerk's Office to complete the processing. The applicant is **not** a Commissioner of Deeds until registered in both offices.

Since a Commissioner of Deeds holds a local office, a Commissioner's power may be executed only within the city proper, not in any of the towns. However, a Commissioner may perform duties within the city limits that relate to locations outside the city.

A Commissioner generally witnesses signatures and administers oaths. He or she may not witness a signature of a bill of exchange, promissory note, or will. A Commissioner may sign as a witness only where it indicates Commissioner of Deeds or Notary Public, but not where it specified Notary Public only.

**City of Rochester
City Clerk's Office
Commissioner of Deeds**

For a Commissioner of Deeds application, you will need ...

1. Proof of residency in the City of Rochester or the County of Monroe, such as:
 - a) NYS Driver's License, with current address
 - b) NYS Learner's Permit, with current address
 - or
 - c) NYS Non Driver's ID, with current address
2. If your residence is in the County of Monroe, but outside of the City, proof that your place of business is in the City of Rochester, such as:
 - a) Business Card
 - b) Work ID
 - or
 - c) Pay Stub

COMMISSIONER OF DEEDS
Application for Appointment

State of New York
County of Monroe SS:

To the President of the Council of the City of Rochester, New York:

I, _____ (*print full name*), being duly sworn, hereby make application for appointment to the office of Commissioner of Deeds in and for the City of Rochester.

I hereby swear that:

1) I am a citizen of the United States, *and*

2) I am _____ years of age *and*

3) Check one

___ 1. I maintain my fixed and permanent residence at (*print address*)

_____ in the City of Rochester, New York,

OR

___ 2. I maintain an office or place of business in the City of Rochester, at

_____ (*print address*)

and I maintain my fixed and permanent residence at

_____ in

_____ (*town/ village*) in the County of Monroe.

Applicant sign full name here _____

On this _____ day of _____, 20____, before me appeared

_____, to me known to be the same person described in and who executed the foregoing instrument and he/she duly acknowledged to me that he/she executed the same and that the information contained therein is true and accurate.

Notary Public or Commissioner of Deeds

Approved,

President of City Council

Date