

OFFICE OF THE ALBANY COUNTY CLERK

CLERK OF SUPREME AND COUNTY COURTS
ALBANY COUNTY COURT HOUSE, RM. 128
ALBANY NY 12207-1077

BRUCE A. HIDLEY
ALBANY COUNTY CLERK



LYNN M. VAILLANCOURT
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FIRST DEPUTY COUNTY CLERKS

MARLENE J. DION
DEPUTY COUNTY CLERKS

REQUEST TO RETRIEVE UNRETURNED ORIGINAL DOCUMENT (SUBMITTED WITHOUT SELF-ADDRESSED STAMPED ENVELOPE)

Documents recorded on or after September 1, 2009, at the Albany County Clerk's office must be accompanied by a self-addressed, stamped envelope ("SASE") for the return of the original document(s.) Any original document submitted without a SASE will be kept for the legal retention period and then disposed of as provided in law. Any document submitter who did not provide a SASE may submit this form together with a check payable to "Albany County Clerk" in the amount of \$1 for each document, to cover the cost of postage and handling. Documents will be retrieved from storage in the Hall of Records and mailed to the address provided below.

Printed name: _____ Date: _____

Address to mail original document to me at this address: _____

Telephone number (if further info needed): _____

Document type (deed, mortgage, satisfaction, etc.): _____

Note (optional): _____

DO NOT WRITE BELOW THIS LINE.

Location: Deed books Mortgage books Miscellaneous books

Inv. Control # _____ Book _____ Page _____ Recording date _____

Rec'd at Clerk's office by _____ on (date) _____

Mailed back by _____ on (date) _____