

FAQS

WHAT ARE YOUR HOURS?

Our hours are Monday through Friday 8:30am to 5:00pm. We stop filing at 4:30pm daily. We are located at 284 Main Street, Schoharie NY 12157 or PO BOX 549, Schoharie NY 12157.

WHAT FORMS OF PAYMENTS ARE ACCEPTED IN THE CLERK'S OFFICE?

We accept cash, check, money order, debit or credit cards, (Visa, Master Card & Discover). There is a site fee for debit & credit card transactions of 3.5% + .50 cents. with a min. charge of \$2.50. We do not have an ATM machine in the County Office Building.

WHAT TYPE OF RECORDS DOES THE COUNTY CLERK HANDLE?

The Clerk files numerous different civil documents and records a multitude of land records, as well as a host of other documents. For a listing of documents please see our County Clerk Office Brochure located under our Resources & Links.

ARE THE RECORDS OPEN TO THE PUBLIC?

Yes, with the exception of documents that are sealed, such as Divorces, Military Discharges, Judicial Surrenders, and a few other types sealed by the Courts. Our records are free to view on the website or anyone may use our public computers in our office records room located at 284 Main Street, Schoharie NY 12157. Please visit : <https://www.searchiqs.com/nyscho/> or go to <https://www4.schohariecounty-ny.gov/> and look for County Clerk Search on the right.

DOES A DEED NEED TO BE RECORDED?

Yes. A deed should be recorded as promptly as possible after the transaction of the sale. Failure to record a deed could create many legal difficulties.

WHAT IF I LOSE MY DEED OR MORTGAGE?

If you misplace or lose your deed or mortgage, you may print it from our website for a fee or you can come to our office and we'll be happy to print it for you for .50 center per page. Should you need it certified, we charge \$4.00 per document to certify it making it as good as the original.

HOW DO I FIND A MAP FOR MY PROPERTY?

Maps can also be searched in our public records. The Schoharie County Clerk indexes maps by Map Number and by the individual who had the map created for them; usually it's the homeowner at the time. Many deeds reference maps in the body of the deed, you can look for references there. You can search maps by name if you have the previous owner(s) name and you can also narrow it down to a specific town to reduce the search. Subdivisions and Lot or Boundary Line Adjustments must be filed, Survey Maps do not have to be filed but many are filed in our Office.

HOW DO I GET A COPY OF MY JUDGMENT OF DIVORCE?

Divorces are sealed and only available to the persons named in the case or the attorneys of record. Should you need a copy, bring identification with you that has your photo and signature. It is recommended to contact our office first to be sure we can locate your document.

If you are out-of-state or unable to come in person, you will need a notarized letter requesting a copy of your divorce, a copy of your photo identification, a self-addressed and stamped envelope, and a check or money order for the correct amount. Please call the office for that amount – 518-295-8316.

DOES THE COUNTY CLERK NOTARIZE DOCUMENTS?

Yes. We have a number of dedicated staff members that can notarize your documents at no cost to you during regular business hours. Proper proof of identification is required. We will not notarize an incomplete document. Be sure you bring the whole document with you. Do not sign until you are in front of the notary.

DO YOU HAVE COPIES OF WILLS?

Although we have many Wills on file, typically we file Wills when it pertains to recording land records. These can also be searched on our website. You should also check with Probate or Surrogate Court in Schoharie County at 518-453-6986 or schohariesurrogatecourt@nycourts.gov.

HOW LONG DO YOU HOLD RECORDS FOR?

The Record Management Office oversees the retention and destruction of all paper and media content for the all County Departments. The program ensures that records created are retained by established retention periods and are disposed of through a secure, certified destruction process as the records become obsolete. Some records are held as little as 6 years, while others are held permanently.

WHAT OTHER SERVICES DOES THE COUNTY CLERK PROVIDE?

The County Clerk provides many services for the public. Please refer to the Schoharie County Clerk's Brochure located in the Clerk Resources & Links section.

CAN I E-FILE OR SEE E-FILED CIVIL CASE DOCUMENTS?

All civil cases must be e-filed through NYSCEF (New York State Courts Electronic Filing)

There are some exceptions such as:

- Article 70 Special Proceedings/Writ of Habeus Corpus)
- Election Law
- Matrimonial (contested or uncontested)
- All Mental Hygiene Article 10, 81, 9, 9.6
- CPLR Article 78 (against a body or officer)
- Consumer Credit as defined by CPLR 105(f)

Individuals can also e-file cases by going to www.nycourts.gov/efile and creating an account. There is training available in-person and on-line.

Individuals can also view filed cases by visiting: <https://iapps.courts.state.ny.us/nyscef/CaseSearch>

WHERE CAN I GET COPIES OF A BIRTH CERTIFICATE, DEATH CERTIFICATE OR MARRIAGE CERTIFICATE?

These documents are not held by the County Clerk. Please see our section on **"Things We Don't Do"** to be directed to where to find them.

WHERE DO I FILE A FOIL REQUEST?

All F.O.I.L. (Freedom of Information Law) requests go through our Clerk of the Board of Supervisors. That office can be reached at 284 Main Street/ PO BOX 429 Schoharie NY 12157 - 518-295-8347