



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

ANN M. SAUNDERS
 CITY CLERK

Commissioner of Deeds Application

Instructions:

1. Read the attached Commissioner of Deeds Powers, Duties and Functions.
2. Submit a completed application along with the fee of \$25 to the City Clerk's Office.
3. If the appointment is approved by Council Resolution, a Commissioner of Deeds Certificate will be mailed to the applicant. File this Certificate along with an Oath of Office at the Office of 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:
 _____, *and*
 (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



CITY OF WATERTOWN, NEW YORK

OFFICE OF CITY CLERK

CITY HALL, ROOM 101

245 Washington Street

Watertown, New York 13601

(315) 785-7780 Fax (315) 785-7796

Email: asaunders@watertown-ny.gov

ANN M. SAUNDERS

CITY CLERK

COMMISSIONER OF DEEDS POWERS, DUTIES & FUNCTIONS

****KEEP FOR YOUR RECORDS****

A Commissioner of Deeds has the following POWERS:

- To take acknowledgement or proof of the execution of a written instrument (but not a bill of exchange, promissory note, or will) to be read in evidence or recorded in the State. (Executive Law §142-1)
- To administer oaths. (Executive Law §142-2)

A Commissioner of Deeds has the following DUTIES & FUNCTIONS:

- An appointed Commissioner of Deeds shall file their Oath of Office in the Office of the County Clerk of his residence within 30 days after the notice of their appointment. Otherwise, the appointment will be deemed revoked. (Executive Law §139-5)
- A Commissioner of Deeds shall have authority within the City for which they are appointed (Executive Law §142). Therefore, they will only exercise their authority within the City of Watertown.
- A Commissioner of Deeds shall not take an acknowledgement or proof of the execution of a written instrument for a bill of exchange, promissory note or will.
- In taking and certifying an acknowledgement, a Commissioner of Deeds must act with the degree of care and diligence that a reasonable prudent and cautious person would exercise under like circumstances.
- A Commissioner of Deeds who, in the performance of their duties, shall practice any fraud or deceit, is guilty of a misdemeanor. (Executive Law §135-A2)