



City of Troy, New York
COMMISSIONER OF DEEDS
Instructions

COMMISSIONER OF DEEDS

A Commissioner of Deeds witnesses signatures and administers oaths. A Commissioner of Deeds may sign as a witness only where it indicates Commissioner of Deeds or Notary Public, but not where it specifies Notary Public only. The authority of a Commissioner of Deeds exists only within the limits of the city in which they are appointed. Commissioner of Deeds appointed by the Troy City Council can only act within their jurisdiction of the City of Troy.

Eligibility: You must be a citizen of the United States, at least 18 years old, and a.) maintain your permanent residence within the city limits of Troy, NY or b.) work in Troy and maintain your permanent residence in Rensselaer County.

Term: Two years from the date of appointment. You must reapply before the end of your term if you wish to continue to serve as a Commissioner of Deeds.

Application: provide a completed notarized application along and the following documentation:

1. TROY RESIDENTS: a valid NYS driver's license or non- driver's ID showing current address.
2. RENSSELAER COUNTY RESIDENTS, outside of Troy: a valid NYS driver's license or non-driver's ID showing current address AND a recent pay stub which includes your business name and address in the City of Troy.

Your signature must be witnessed by a Notary Public or another Commissioner of Deeds. Return your application and supporting documentation by email to cityclerk@troyny.gov or by mail to City Clerk, 433 River Street, Troy, NY 12180.

Appointment Process: Commissioner of Deeds are appointed by Resolution of the Troy City Council. If approved by the Troy City Clerk, your application will appear on the agenda for the next Regular meeting of the City Council. After the Council approves your appointment, it will be forwarded to the Rensselaer County Clerk. The County Clerk will mail you information to finalize your appointment; you must do so within 30 days. There will be a fee of \$10 to be paid to the County Clerk.

Your appointment will be rendered invalid if:

- Eligibility is found to be false or inaccurate;
- There is a misspelling or other error made in the appointment;
- You fail to file with the County Clerk by the deadline provided;
- You change your residence;
- You act outside your jurisdiction of the City of Troy.



**City of Troy, New York
COMMISSIONER OF DEEDS
Application for Appointment**

To the City Clerk of the City of Troy, 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 Troy.

I hereby swear that:

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

A. TROY RESIDENT: I maintain my fixed and permanent residence at (*print address*):

_____, Troy, New York.

B. RENSSELAER COUNTY RESIDENT, outside of Troy: I maintain an office or place of business in the City of Troy, at (*print address*):

_____, Troy, New York.

And I maintain my fixed and permanent residence at (print address):

_____ in

_____ (*town/village*) in Rensselaer County.

Signature: _____

On _____, 20__, before me appeared _____, known to me to be the same person described herein and who executed the foregoing instrument and s/he duly acknowledged to me that s/he executed the same and that the information contained therein is true and accurate.

Notary Public or Commissioner of Deeds

Date

Return this form with proof of residence and, if required, proof of employment to the office of the City Clerk, 433 River St, Suite 5001, Troy, NY 12180.

OFFICE USE ONLY

- Valid NYS driver's/non driver's license within city limits of Troy or Rensselaer County
- Recent pay stub

APPROVED:

City Clerk

Date