

**CITY OF ALBANY  
CITY CLERKS OFFICE**

**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 Albany

**OR**

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

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.

The application will go before the Albany Common Council and if approved, the Albany County Clerk's Office will be notified. The Albany County Clerk's Office will mail out Oath of Office cards to be signed and returned to the Albany County Clerk's Office with a specific time. The applicant is **not** a Commissioner of Deeds until registered in the Albany County Clerk's Office.

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 states Notary Public only.

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

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

1. Proof of residency in the City of Albany or the County of Albany, such as:
  - a) Non - Expired NYS Driver's License, with current address
  - b) Non - Expired NYS Learner's Permit, with current address  
or
  - c) Non - Expired NYS Non Driver's ID, with current address

NOTE: A copy of your driver's ID / License / Permit must be submitted with your application.

2. If your residence is in the County of Albany, but outside of the City, proof that your place of business is in the City of Albany, such as:
  - a) Business Card
  - b) Work ID  
or
  - c) Pay Stub

