

# **CITY OF AUBURN CITY CLERK'S 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 Auburn

*OR*

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

The applicant's signature on this application must be witnessed by either a Commissioner of Deeds or a Notary Public.

Once completed return this application along with a copy of your identification to the Office of City Clerk, Memorial City Hall, 24 South Street, Auburn, NY 13021. Your application will then be scheduled for approval by the Auburn City Council at an upcoming business meeting of the City Council.

Fee at the City Clerk's Office - none

Upon approval of City Council applicant takes the Oath of Office and signs the oath book at the City Clerk's office.

Fee at the County Clerk's Office - \$10.00.

Applicant takes the Oath of Office and signs the Commissioner of Deeds book at the Cayuga County Clerk's office.

Immediately after being sworn in at the City Clerk's Office, the applicant will go to the County Clerk's Office to complete the processing. The applicant is not a Commissioner of Deeds until registered in both offices.

Since a Commissioner of Deeds holds a local office, a Commissioner's power may be executed only within 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 Notary Public only.

Please note: Until further notice due to the COVID-19 Pandemic the Cayuga County Clerk's office which is located at the Cayuga County Office Building, 160 Genesee Street requires you to pre-register for an appointment. Appointments for the Oath of Office at the Cayuga County Clerk's office can be made on-line at the following link:

<https://cayugacountyclerk.setmore.com>

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

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

1. Proof of residency in the City of Auburn or the County of Cayuga, such as:
  - a) NYS Driver's License, with current address
  - b) NYS Learner's Permit, with current address
  - or
  - c) NYS Non Driver's ID, with current address
  
2. If your residence is in the County of Cayuga, but outside of the City, proof that your place of business is in the City of Auburn, such as:
  - a) Business Card
  - b) Work ID
  - or
  - c) Pay Stub

**COMMISSIONER OF DEEDS**  
**Application for Appointment**

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State of New York  
County of Cayuga   SS:

To the City Council of the City of Auburn, 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 Auburn.

I hereby swear that:

1) I am a citizen of the United States, *and*

2) I am \_\_\_\_\_ years of age *and*

3) Check one

\_\_\_ 1. I maintain my fixed and permanent residence at (*print address*)

\_\_\_\_\_

in the City of Auburn, New York,

*OR*

\_\_\_ 2. I maintain an office or place of business in the City of Auburn, at

\_\_\_\_\_ (*print address*)

and I maintain my fixed and permanent residence at

\_\_\_\_\_ in

\_\_\_\_\_ in the County of \_\_\_\_\_.

Applicant sign full name here \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared

\_\_\_\_\_, to me known to be the same person described in and who executed the foregoing instrument and he/she duly acknowledged to me that he/she executed the same and that the information contained therein is true and accurate.

\_\_\_\_\_  
Notary Public or Commissioner of Deeds