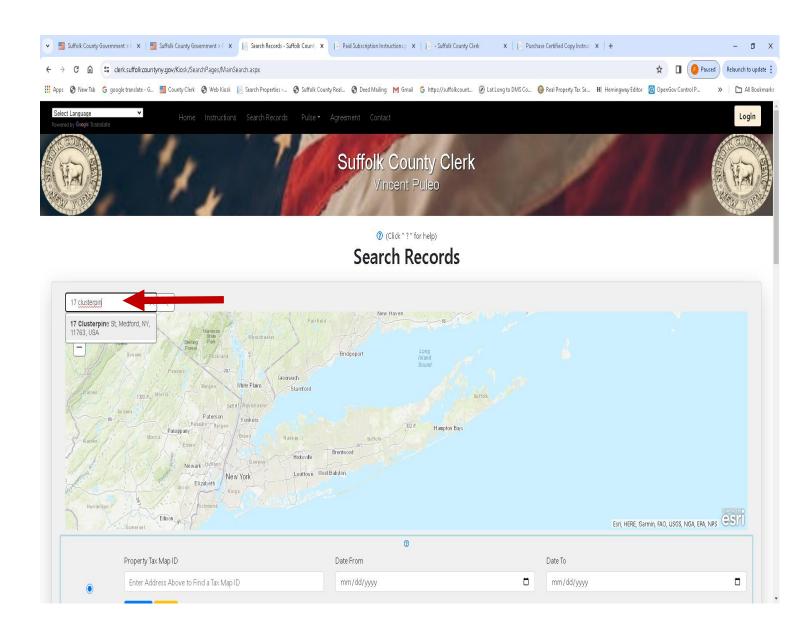
Suffolk County Clerk's Office

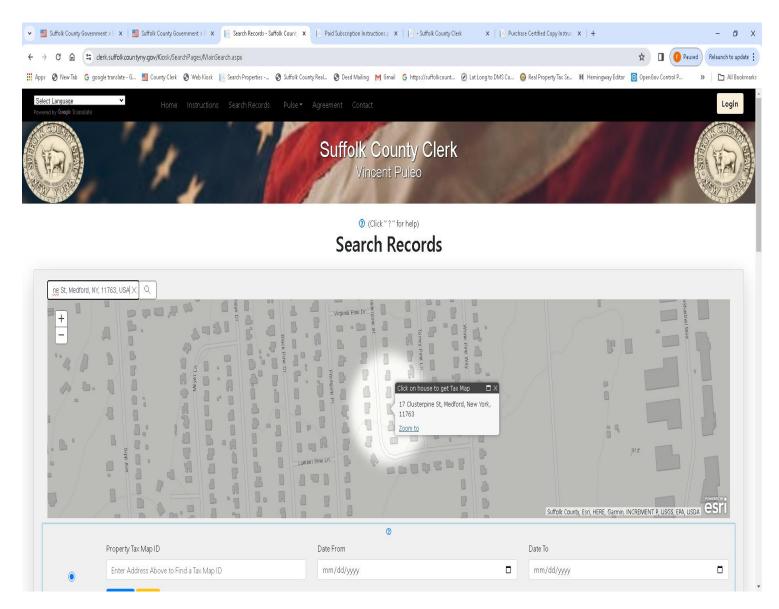
To purchase Certified Copies online, you must first search for the Property Tax Map Number. **Enter** (type) the property address and select the address from the listing.



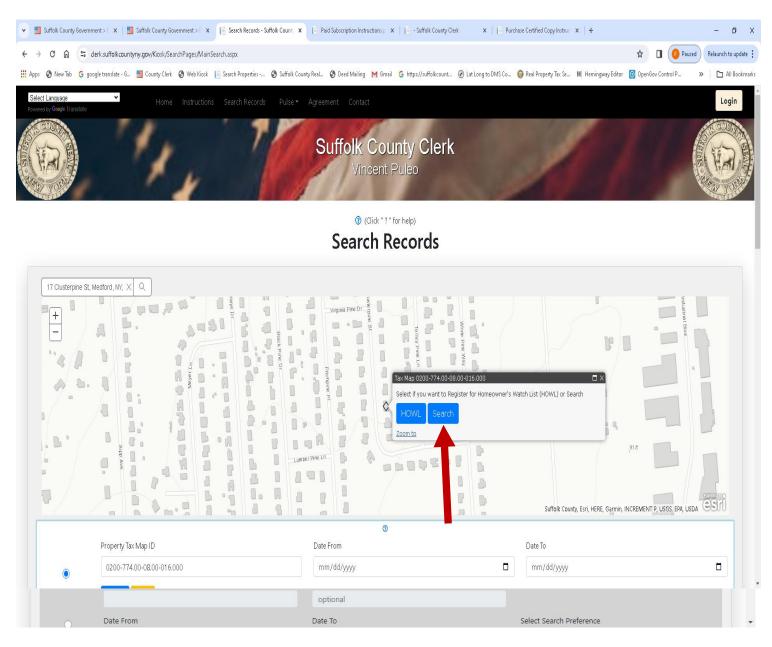
The map will load, click the house. The Tax Map Number will automatically load in the **Property Tax Map ID** field.

Then click Search.

(If you are searching a **condominium,** you **cannot use the property address** to search. You must enter the exact Tax Map Number for property. If you do not have the Tax Map Number, you may contact the Town Assessor's office in which the property is located.)



Click Search



Search Results will display. Click the **Green Button** to expand and view the document details, select the document (<u>confirm the Doc Type</u>) you want to purchase and click the **Purchase Certified Copy** link.

The fee is a \$1.25 per page with a minimum of 4 pages \$5.00 and maximum of \$40.00.

To view documents a **Paid Subscription** is required (there will be additional charges). Click the **"Log into Kiosk"** link to login (if you have an account) or to create a new account and make additional purchases.

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Confirm the Liber and Page number

Enter your email address and confirm

Enter credit card information (Visa and MasterCard only)

Click "Get total amount"

Click "Make final purchase"

Confirmation message will appear above the "Close" button, check your email (spam and junk mail as well) for your **receipt** and **Certified Copy** (usually within 30 minutes).

If the emailed document link is not received, please <u>email the address on your receipt</u> you must include the **Transaction ID Number in the subject line of the email**.

Certified Copy Document Configuration

Remove the **Purchase Receipt** as it is not part of the Certified Copy and is provided for your records.

The document order is as follows:

- 1. Document
- 2. Certified Copy Purchase Receipt
- 3. County Clerk Certification Page (CC #: upper right corner)
- 4. County Clerk Electronic Certification Page (see sample below)



If you should have an issue with credit card approval please contact the Credit Card Company prior to contacting the Suffolk County Clerk's Office.

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