



New York County Surrogate's Court
Records Department
31 Chambers St., Rm. 402
New York, NY 10007
646-386-5090

HOW TO SEARCH SURROGATE'S COURT RECORDS

1. The records cover New York County ("Manhattan") only. If the decedent was a resident of one of the other boroughs, please contact that county's Surrogate's Court.
2. All records (with the exception of adoption records, which are sealed) may be searched for free in person. Hours of operation are Monday-Friday from 9:00am-4:30pm by appointment only. To schedule an appointment, please call 646-386-5090 or email Recordroom_general@nycourts.gov.
3. Records from 1964 to the present are available on-site. Older records must be ordered and may take up to 3 weeks to arrive.
4. The fee to conduct a records search by mail is \$30.00 per estate if the decedent died within the past 25 years. If the date of death is over 25 years ago, the search fee is \$90.00 per estate. In your correspondence please include the decedent's full name as well as the date of death and last known address if possible.
5. We only accept cashier's checks, money orders, or law firm checks. **We do not accept personal checks.** Cash is accepted on-site, in person. A separate check (or money order) is required for each estate search. Checks and money orders should be made payable to: New York County Surrogate's Court. Please send your payment along with a self-addressed and stamped envelope to:
New York County Surrogate's Court
31 Chambers St., Room 402
New York, NY 10007
Attn: Records Search
If you prefer to be contacted by email, then please include an email address.
6. If an estate file is found, you may then order copies of the documents. Please see the next page for instructions.

HOW TO OBTAIN COPIES OF RECORDS

1. Certified Copies

Certified copies may be ordered from Surrogate's Court for \$6/page. If the copies need to be exemplified, there is an additional flat fee of \$20.00. Please send an attorney's check, bank-certified check, or money order payable to New York County Surrogate's Court. If you are getting copies from more than one estate, a separate check is required for each request. In your correspondence, please include the Index Number of the case as well as a list of the documents you need certified, with respective page counts. The Court will also need an envelope with sufficient postage so the copies can be mailed to you. The address is 31 Chambers St., Room 402, New York, NY 10007.

2. Uncertified Copies

The court cannot provide uncertified copies to you directly; however, there are several alternative options available. If you are able to visit in person, or know someone who can visit for you, then copies may be made for .25/page using the public photocopiers or printers in Room 402 (Records Room). Please bring singles or quarters.

The second option is to hire a service that can come and make copies. Their prices and services vary, so it is best to contact them first. While the Court does not endorse any of these services, clerks from the following companies frequent the Record Room:

- a. United Lawyers Service, Inc.
299 Broadway, Suite 300
New York, NY 10007
Tel: 212-227-6300
<http://unitedlawyers.com>
- b. American Clerical Services
75 Maiden Lane
New York, NY 10038
Tel: 212-233-4040
- c. Association of Professional Genealogists-NY Metro Chapter
<http://www.apgen.org/chapters/newyork/index.html>
- d. Bridge Service Corp.
299 Broadway, Suite 1508
New York, NY 10007-2061
Tel: 212-267-8600
Info@Bridgeservice.com

If you need further assistance, please contact the Records Room at 646-386-5090.

CREDIT CARD AUTHORIZATION FORM (RECORD SEARCH)

NEW YORK COUNTY SURROGATE'S COURT

Date: _____

Name: _____

Phone: _____

Address: _____

Name of Decedent: _____

Date of Death: _____

Amount (please check one): \$30.00 _____

\$90.00 _____

(date of death is within 25 years)

(date of death is over 25 years ago)

New York State Surrogate's Courts will only accept VISA or MasterCard credit card payments. Use of credit or debit card payments require the submission of an authorization signed by the payee or a duly authorized representative of the payee organization. Therefore, no telephone credit card transactions can be accepted. Complete the credit card authorization below and submit the entire form with a copy of a photographic identification card.

Credit or Debit Card* (check one): VISA _____

MasterCard _____

Name of Cardholder: _____

(please print name exactly as it appears on the card)

Card Number: _____

CV2 Code: _____

Expiration Date: _____

*Debit cards without the VISA or MasterCard logo will NOT be accepted. Debit cards with the VISA or MasterCard logo will be processed as a credit card.

I hereby pay the fee amount as set by Section 2402 of the Surrogate's Court Procedure Act or CPLR Section 8018 and authorize payment thereof via the above-noted credit/debit card. I understand that this authorization will remain in effect until revoked by the payee.

Cardholder Signature: _____

Date: _____

Credit/debit card transactions rejected by your bank for failure to submit all required information will result in a return charge of \$20.00 which will be added to the outstanding balance.

Commencing April 1, 2021, the Unified Court System will no longer pay the service fee for credit card transactions initiated by court users. Consequently, **a service fee of 2.99% of the payment amount will be assessed on all credit card payments.** If you use a credit card, there will be two transaction receipts generated, one for the court fine or fee and one for the service fee.

I hereby pay the credit card service fee amount of 2.99% and authorize payment thereof via the above-noted credit/debit card. I understand that the credit card fee is non-refundable.

Cardholder Signature: _____

Date: _____