



**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.  
<http://www.nycourts.gov/courts/nyc/surrogates/index.shtml>
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-5:00pm. Records from 1964 to the present are available on-site. Older records must be ordered and may take up to 3 weeks to arrive.
3. 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.
4. 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.
5. 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 1007  
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](mailto:Info@Bridgeservice.com)

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