

Herkimer County Clerk

109 Mary Street – Suite 1111
Herkimer, NY 13350-2923
Phone: 315-867-1129
Fax: 315-866-4396
Email: jdemetro@herkimercountyny.gov



Jennifer M. DeMetro

Deputy County Clerk
Laura Carpenter
Phone: 315-867-1134
Motor Vehicles Supervisor
Jessica Phillips
Phone: 315-867-1132

Payment for Services Policy

The Herkimer County Clerk's Office currently accepts Cash or Money Order.

***** Herkimer County Clerk's Office will no longer be accepting
ANY personal checks*****

- 1. ALL** business checks must be preprinted with a name, address, and bank account number.
- Checks may be an attorney's check; a title company check; a corporate or business check; a certified check; a bank check; a credit union check; a credit union money order; or a postal money order. All checks must be made payable to "Herkimer County Clerk".
- Payments from outside the United States **must** be made by money order, in U.S. Funds, and drafted from a U.S. Bank.
- The Herkimer County Clerk's Office will **NOT** process transactions short of the statutory fees. Transactions may be processed with fee overages not to exceed \$10.00 per receipt.
- Effective immediately, the Herkimer County Clerk's Office will **NO LONGER** accept personal checks (see #2 for forms of payment).
- Mailed copy requests must be paid for by Money Order.
- No business, corporate or attorney checks will be accepted after 180 days of the issue date.
- Checks returned to this office unpaid by the bank will be subject to a \$40.00 service charge plus any applicable bank fees.
- If there is a question or further clarification is needed, please speak with the Deputy or County Clerk.
- 10. Effective Immediately you will be required to include a self-addressed stamped envelope for the return of recorded documents.**