



CITY REGISTER INDEX CORRECTION REQUEST

Instructions: If you are requesting a correction to the recorded index information, please complete this application and mail it to: Department of Finance, Division of Land Records, 66 John Street, 13th Floor, New York, NY 10038. Please read the instructions for further details before completing this form.

SECTION 1 – REQUESTER INFORMATION

NAME:	DATE OF REQUEST:
CONTACT TELEPHONE NUMBER:	EMAIL ADDRESS:
<input type="checkbox"/> I hereby affirm that the information entered in this form is correct.	
SIGNATURE:	

SECTION 2 – GENERAL INFORMATION

DOCUMENT TYPE:	DATE RECORDED:
LIBER/REEL:	PAGE:
DOCUMENT ID NUMBER (FT):	CITY REGISTER FILE NUMBER (CRFN):

SECTION 3 – TYPE OF CORRECTION

REASON:

<input type="checkbox"/> DOCUMENT AND COVER PAGE DO NOT MATCH	<input type="checkbox"/> BLOCK NUMBER DOES NOT MATCH
<input type="checkbox"/> PERSONAL INFORMATION VIEWABLE TO THE PUBLIC	<input type="checkbox"/> DOCUMENT RECORDED UNRELATED TO THE PROPERTY
<input type="checkbox"/> MISPELLED NAME ON INDEX NAME	<input type="checkbox"/> INCORRECT ON COVER PAGE

OTHER / DETAILED REASONS:

FOR OFFICE USE ONLY

REVIEWED BY:	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED
COMMENTS:	

GENERAL INFORMATION AND INSTRUCTIONS

Please complete this form only in the following cases:

- The property is indexed against the wrong block and lot.
- The recorded document has a lot number that is in the original document but is missing on the cover page.
- The name is misspelled on the cover pages but is correct in the original document.
(Only remarks are made in the index.)
- The party name in the original document is omitted on the cover page. (Please note that in this case, the correction will be made to the index.)

Please complete this form only in the following cases:

- To request to change or add a name that does not appear in the original document.
- To add a block or lot that is not in the original document.
- If the cover pages and documents recorded are not corrected.

SECTION 1 – REQUESTER INFORMATION MUST BE COMPLETED TO CORRECT THE INDEX.

Mail your completed City Register Index Correction Request along with a copy of the recorded document to:

**NYC Department of Finance
Division of Land Records
66 John Street, 13th Floor
New York, NY 10038**

If you have any questions regarding this form, please email us at ACRIShelp@finance.nyc.gov.