



# CITY REGISTER INDEX CORRECTION REQUEST

**Instructions:** If you are requesting a correction to the recorded index information, please complete this application and mail 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. Please print clearly.

## SECTION 1 - GENERAL INFORMATION

1. Document type:		2. Date recorded:	
3. Liber/Reel:		Page:	
4. Document ID Number (FT):		5. City Register File Number (CRFN):	

## SECTION 2 - TYPE OF CORRECTION

**A.  BLOCK AND LOT CORRECTION**

1a. **Incorrect** Borough, Block and Lot:

Borough \_\_\_\_\_ Block number \_\_\_\_\_ Lot number \_\_\_\_\_

1b. **Correct** Borough, Block and Lot:

Borough \_\_\_\_\_ Block number \_\_\_\_\_ Lot number \_\_\_\_\_

2. Borough, Block and Lot information is missing on the cover page but is listed in the document. **Correct** borough, block and lot:

**B.  NAME UPDATE**

1a. **Incorrect** name:

1b. **Correct** name:

2. Party name(s) is missing on the cover page but is listed in the document. **Correct** name(s):

## SECTION 3 - REQUESTER INFORMATION

1. Name:		2. Date of request:	
3. Contact telephone number:		4. Email address:	

## FOR OFFICE USE ONLY

Reviewed by:	<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Rejected
Comments:		
Corrected by:	Date:	

# CITY REGISTER INDEX CORRECTION REQUEST

## GENERAL INFORMATION

Please complete this form only in the following cases:

- The property is Index against 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 page but is correct in the original document
- Party name in the original document is omitted on the cover page.

You should not complete this form in the following cases:

- To request to change or add a name that does not appear in the original document

## INSTRUCTIONS

### Please read carefully

Please provide copies of all document(s) that needs to be updated or corrected. Complete one Index Correction Request for each document that needs to be updated or corrected.

### SECTION 1 - GENERAL INFORMATION

- This section must be completed for all request
- Type of document-Mortgage, Deed, Satisfaction, etc.
- Date of recording
- Reel/Liber, page number for documents recorded prior to 2003. This will be found on the actual recorded document.
- Document ID number for documents recorded prior to 2003. This information can be found on the ACRIS document search detail page. *Example: FT\_123456789, Bt\_123456789.*
- CRFN (City Register File Number). This information is located on the recording and endorsement cover page.

### SECTION 2 - TYPE OF CORRECTION

#### A. Block & Lot Correction

- Incorrect Block & Lot that the document was recorded against
- Correct Block & Lot that the document should have been recorded against
- Block & Lot listed in the document but omitted on cover page

#### B. Name Update

- Name that was misspelled on cover page
- Correct spelling of the name as it appears in the original document
- Name listed in the original document but was omitted on cover page

### SECTION 3 - REQUESTER INFORMATION

THIS SECTION MUST BE COMPLETED TO CORRECT THE INDEX.

If you have any questions regarding this form, please email us at [nycr@finance.nyc.gov](mailto:nycr@finance.nyc.gov)

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