

## **INSTRUCTIONS FOR AFFIRMATION AND AUTHORIZATION FORM**

The attached form needs to be completed, signed, dated and notarized. Please note, per the directions in item 2, a copy of the firm's letterhead **MUST** accompany the Affirmation and Authorization Form. You need to make one copy and bring the original and the copy to Room 108 in the Nassau County Clerk's Office to be filed. They will keep the original for inclusion in the file and stamp your copy. The individual assigned in the **AFFIRMATION AND AUTHORIZATION FORM** can bring the stamped copy and photo identification to Room 106 to have access to the documents in the designated file.

Thank you for your anticipated cooperation.