Brooklyn Topo is transitioning away from our appointment system for regular business items, such as House number drop offs/pickups, title search work or surveying information. Customers must enter through Adams Street and exit on Court Street as well as sign in/out at both the police desk and again in Topo. Please remember to be patient and courteous to everyone for a successful transfer back to walk in hours. The hours noted below are being strictly enforced, so please be mindful of how much time your situation may require and arrive with plenty of lead time.

**Monday:** 9:30am - 11:45am / 1pm – 2:45pm
**Tuesday:** 9:30am - 11:45am / 1pm – 2:45pm
**Wednesday:** 9:30am - 11:45am / 1pm – 2:45pm
**Thursday:** 9:30am -11:45am
**Friday:** CLOSED

*The Topo Bureau does not answer phone calls or allow anyone in between 11:45pm – 1pm*

**Surveyors, Title Searchers & Researchers:**

- None of our information is online. You must come into our office for all maps, street status, and Benchmarks & Monument requests. All maps have a price associated with them and we do not take cash.

**House Number Applications:**

**Drop Off/ Mail In:**

- We **do not** review or accept applications by email
- Applications must **be complete and without error** at drop off to be accepted. *Incomplete/incorrect jobs will be rejected, no exceptions.*
- Applications involved with DOBNOW or have no PW-1, **must** have a TF-2 form attached
- Mail is processed once (1) a month
- Mailed in applications must include **payment** in package. Rejections will be returned by mail
- Copies of previously assigned Topo applications must be **requested at the office** *(Topo copies are only given to the applicant/filing rep who applied or is officially superseding)*

**Pick Up:**

- We will notify you by **email** when the application is ready for pick up.
- We **do not** scan and/or email completed applications
- Applications are typically ready in 2 weeks from time acceptance. Not same or next day.

*Masks are required while inside the building*