

Fee Schedule

Updated June 2018

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Original Court Documents are retained in the County Clerk's Office and **MUST** have a blank space for a file stamp. Send additional copies of your documents for court or your records, instructions and a self-addressed stamped envelope for returns.

BUILDING LOAN AGREEMENT filing fee	\$ 25.00
BUILDING LOAN DISCHARGE	\$ 5.00
CERTIFIED COPIES	\$ 5.20/+
Customer provides copy--\$5.20	
Clerk prepares copy--\$5.20 up to 8 pages, 65¢ each additional page	
CLERK CERTIFICATION OF NOTARY ON FILE	\$ 3.00
CLERK'S CERTIFICATE	\$10.00
COPIES	\$.65/page
\$1.00 per page if faxed	\$ 1.00/page
Mail request--self-addressed, stamped envelope is required	
CORRECTION MORTGAGE & DEEDS	
Record	\$ 45.00
Per Page (each side)	\$ 5.00
Cross reference fee or additional surnames	\$.50
255 Affidavit--required with corrective mortgage	\$ 5.00
DBA AND PARTNERSHIP - photo ID required to notarize application	
File	\$ 25.00
Amendment	\$ 25.00
Discontinuance	No fee
Report: monthly compilation list of business filings	\$ 10.00
DEATH CERTIFICATE	
Record: certified copy with seal	\$ 45.00
Per page (each side)	\$ 5.00
DEEDS	
Record	\$ 45.00
Per page (each side)	\$ 5.00
Cross reference--corrective deed or additional surnames	\$.50 each
TP584 Capital Gains Tax Affidavit	\$ 5.00
IT2663 Out of State Grantor	
Capital gain or transfer tax rate: \$4.00 per \$1,000 consideration \$2.00 per \$500 or fraction thereof above \$1,000	
E&A RP-5217	
BOX 7a, 7b, 7e or both 7g & 8	\$125.00
ALL OTHERS	\$250.00

1. If multiple parcels are being transferred on one deed, the primary use, at the time of sale should be identified in Item 7 and 18 of the RP5217 and the appropriate fee would apply.	
2. If either item 7a, 7b or 18 indicate it is residential, the fee is \$125.00.	
3. If either item 7e or 18 indicate farm/agricultural, the fee is \$125.00	
DIVORCE--CERTIFICATE OF DISSOLUTION	\$ 5.00
EASEMENT	
Record	\$ 45.00
Cross Reference(s) or additional surnames	\$.50 each
TP584 Capital Gains Tax Affidavit	
INDEX NUMBER	\$210.00
INDEX NUMBER FORECLOSURE --see Lis Pendens	\$400.00
INDEX NUMBER THIRD PARTY	\$210.00
LAND CONTRACT	
Record	\$ 45.00
Per page (each side)	\$ 5.00
TP584 Capital Gains Tax Affidavit	
Capital gain or transfer tax rate: \$4.00 per \$1,000 consideration \$2.00 per \$500 or fraction thereof	
RP5217 not required until deed transfer is recorded	
Mortgage Tax: 1% Tax Affidavit: If provided tax rate will be different	\$ 5.00
LEASE	
Record	\$ 45.00
Per Page (each side)	\$ 5.00
TP584 Capital Gains Tax Affidavit	\$ 5.00
LIS PENDENS	\$ 35.00
MAP Required: one mylar & one paper original	\$ 10.00
MECHANICS LIEN	\$ 15.00
Affidavit of Service -- to be filed within 30 days	\$ 5.00
Refile	\$ 5.00
Cancellation	No Fee
MILITARY DISCHARGE	No Fee
File DD214--Contact Veterans Service Agency--315-376-5316	
MISCELLANEOUS FILING	\$ 5.00
MISCELLANEOUS RECORDING	
Record	\$ 45.00
Per Page (each side)	\$ 5.00
TP584 Capital Gains Tax Affidavit --when required	\$ 5.00
Cross Reference(s) or additional surnames	\$.50 each
MORTGAGE	
Record	\$ 45.00
Per Page (each side)	\$ 5.00

Additional surname	\$.50 each
255 Affidavit -- Federal Credit Union	\$ 5.00
253 Affidavit -- Person to Person	\$ 5.00
Mortgage Tax: 1% Tax Affidavit: If provided, tax rate will be different.	
MORTGAGE ASSIGNMENT	
Record	\$ 45.50
Per Page	\$ 5.00
Each additional mortgage assigned after the first	\$ 3.50
MORTGAGE CONSOLIDATION, EXTENSION, MODIFICATION (CEMA) & SPREADER AGREEMENTS	
Record	\$ 45.50
Per Page (each side)	\$ 5.00
Reference to additional mortgage after the first	\$.50
255 Affidavit	\$ 5.00
MORTGAGE DISCHARGE	
Record	\$ 45.50
Per Page (each side)	\$ 5.00
Each additional mortgage discharged on same document	\$ 13.50
Consolidated mortgages forming a single lien discharged on a single document to the extent as if separate discharges were submitted for each mortgage. RPL321 <ul style="list-style-type: none"> • Complete mortgage history required. No charge for assignments. • A mortgage cannot be discharged by itself, when it has been consolidated with another mortgage. All previously consolidated mortgages MUST be discharged at the same time. 	
MORTGAGE SUBORDINATION	
Record	\$ 45.50
Per Page	\$ 5.00
MOTION/CROSS MOTION	\$ 45.00
NOTARIZING A DOCUMENT Valid Photo ID Required	No fee
NOTE OF ISSUE	\$ 30.00
ADD TRIAL BY JURY DEMAND	\$ 65.00
NOTICE OF APPEAL	
Supreme to Appellate	\$ 65.00
Lower Court to Supreme	No fee
NOTICE OF LENDING	
File	\$ 15.00
Discharge	No fee
PARTIAL MORTGAGE RELEASE	
Record	\$ 45.50
Per Page	\$ 5.00
Additional mortgage(s) released after first	\$ 3.50
PASSPORT FEES additional information at travel.state.gov	SEE BELOW
OIL & GAS DOCUMENTS	

Record	\$ 45.00
Per Page (each side)	\$ 5.00
Additional reference after the first	\$ 3.00
TP584 Capital Gains Tax Affidavit -- when required	\$ 5.00
POWER OF ATTORNEY	
Record	\$45.00
Per Page (each side)	\$ 5.00
RELEASE OF ESTATE TAX	
Record	\$ 45.00
Per Page (each side)	\$ 5.00
Deed reference; per book & page	\$.95
RJI (REQUEST FOR JUDICIAL INTERVENTION	\$ 95.00
SEARCH: Criminal and Genealogy only	\$ 10.00
Walk in self-service available	No fee
SEPARATION/PRENUPTIAL AGREEMENT	\$ 5.00
SCAR (SMALL CLAIMS ASSESSMENT REVIEW)	\$ 30.00
STIPULATION OF SETTLEMENT OR VOLUNTARY DISCONTINUANCE	\$ 35.00
TRANSCRIP OF JUDGMENT	
File Transcript of Judgment from lower court	\$ 10.00
File Satisfaction	No fee
Prepare Transcript of Judgment	\$ 5.00
Prepare Exemplified Transcript	\$ 10.00
Prepare Certificate of Disposition	\$ 5.00
Prepare Income Execution Form	\$ 5.00
UCC (UNIFORM COMMERCIAL CODE)	
File (UCC 1 or UCC 3 attached to Real Estate)	\$ 40.00
File amendment, continuation, termination	\$ 40.00
Search per name: fee includes copies	\$ 25.00

Credit Card payments are accepted. The payment processing company charges a service fee of 3% to cardholders who use this service.

PASSPORT FEES	FORM	PASSPORT AGENCY*	COUNTY CLERK**
Passport Book Age 16 and over	DS-11	\$110.00	\$35.00
Passport Book Age 15 and under Parents with photo ID must be present with child	DS-11	\$ 80.00	\$35.00
Passport Card Age 16 and over	DS-11	\$ 30.00	\$35.00***
Passport Card Age 15 and under	DS-11	\$ 15.00	\$35.00
Passport Renewal --Previous adult passport	DS- 82	\$110.00	NA
Passport Renewal--Previous minor passport now under age 15 now 16 and above	DS-11	\$ 80.00	\$35.00
		\$110.00	\$35.00
Expedite Fee		\$60.00	
Overnight Delivery Fee Mailed Out (optional)			\$15.00
Overnight Delivery Fee Mailed Back (optional)		\$15.89	
Passport Photo			\$10.00

- See travel.state.gov for complete identification requirements
- Original or certified copy of US Birth Certificate must contain parent's names and raised seal. Sent in with application and returned by passport agency.
- *Passport Agency will accept payment in personal check or money order payable to: US Department of State--cannot accept cash or credit card.
- **County Clerk will accept payment in cash, personal check, money order, or credit/debit card
- ***The \$35.00 execution fee is not charged when adults 16 and over with a valid passport apply for the passport card: Use Form DS-82