

# Fee Schedule

Updated Jun 2020

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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.

<b>BUILDING LOAN AGREEMENT</b> filing fee	<b>\$ 25.00</b>
<b>BUILDING LOAN DISCHARGE</b>	<b>\$ 5.00</b>
<b>CERTIFIED COPIES</b>	<b>\$ 5.20/+</b>
Customer provides copy--\$5.20	
Clerk prepares copy--\$5.20 up to 8 pages, 65¢ each additional page	
<b>CLERK CERTIFICATION OF NOTARY ON FILE</b>	<b>\$ 3.00</b>
<b>CLERK'S CERTIFICATE</b>	<b>\$10.00</b>
<b>COPIES</b>	<b>\$ .65/page</b>
\$1.00 per page if faxed	<b>\$ 1.00/page</b>
Mail request--self-addressed, stamped envelope is required	
<b>CORRECTION MORTGAGE &amp; DEEDS</b>	
Record	<b>\$ 45.00</b>
Per Page (each side)	<b>\$ 5.00</b>
Cross reference fee or additional surnames	<b>\$ .50</b>
255 Affidavit--required with corrective mortgage	<b>\$ 5.00</b>
<b>DBA AND PARTNERSHIP - photo ID required to notarize application</b>	
File	<b>\$ 25.00</b>
Amendment	<b>\$ 25.00</b>
Discontinuance	<b>No fee</b>
Report: monthly compilation list of business filings	<b>\$ 10.00</b>
<b>DEATH CERTIFICATE</b>	
Record: certified copy with seal	<b>\$ 45.00</b>
Per page (each side)	<b>\$ 5.00</b>
<b>DEEDS</b>	
Record	<b>\$ 45.00</b>
Per page (each side)	<b>\$ 5.00</b>
Cross reference--corrective deed or additional surnames	<b>\$ .50 each</b>
TP584 Capital Gains Tax Affidavit	<b>\$ 5.00</b>
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	
291 Notification for property class codes 200-299, 411-C and 411-D	<b>\$ 10.00</b>
E&A RP-5217	
BOX 7a, 7b, 7e or both 7g & 8	<b>\$125.00</b>
<b>ALL OTHERS</b>	<b>\$250.00</b>

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	
<b>DIVORCE--CERTIFICATE OF DISSOLUTION</b>	<b>\$ 5.00</b>
<b>EASEMENT</b>	
Record	<b>\$ 45.00</b>
Cross Reference(s) or additional surnames	<b>\$ .50 each</b>
TP584 Capital Gains Tax Affidavit	
<b>INDEX NUMBER</b>	<b>\$210.00</b>
<b>INDEX NUMBER FORECLOSURE</b> --see Lis Pendens	<b>\$400.00</b>
<b>INDEX NUMBER THIRD PARTY</b>	<b>\$210.00</b>
<b>LAND CONTRACT</b>	
Record	<b>\$ 45.00</b>
Per page (each side)	<b>\$ 5.00</b>
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	<b>\$ 5.00</b>
<b>LEASE</b>	
Record	<b>\$ 45.00</b>
Per Page (each side)	<b>\$ 5.00</b>
TP584 Capital Gains Tax Affidavit	<b>\$ 5.00</b>
<b>LIS PENDENS</b>	<b>\$ 35.00</b>
<b>MAP</b> Required: one mylar & one paper original	<b>\$ 10.00</b>
<b>MECHANICS LIEN</b>	<b>\$ 15.00</b>
Affidavit of Service -- to be filed within 30 days	<b>\$ 5.00</b>
Refile	<b>\$ 5.00</b>
Cancellation	<b>No Fee</b>
<b>MILITARY DISCHARGE</b>	<b>No Fee</b>
File DD214--Contact Veterans Service Agency--315-376-5316	
<b>MISCELLANEOUS FILING</b>	<b>\$ 5.00</b>
<b>MISCELLANEOUS RECORDING</b>	
Record	<b>\$ 45.00</b>
Per Page (each side)	<b>\$ 5.00</b>
TP584 Capital Gains Tax Affidavit --when required	<b>\$ 5.00</b>
Cross Reference(s) or additional surnames	<b>\$ .50 each</b>
<b>MORTGAGE</b>	
Record	<b>\$ 45.00</b>
Per Page (each side)	<b>\$ 5.00</b>

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.	
<b>MORTGAGE ASSIGNMENT</b>	
Record	\$ 45.50
Per Page	\$ 5.00
Each additional mortgage assigned after the first	\$ 3.50
<b>MORTGAGE CONSOLIDATION, EXTENSION, MODIFICATION (CEMA) &amp; SPREADER AGREEMENTS</b>	
Record	\$ 45.50
Per Page (each side)	\$ 5.00
Reference to additional mortgage after the first	\$ .50
255 Affidavit	\$ 5.00
<b>MORTGAGE DISCHARGE</b>	
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"> <li>• Complete mortgage history required. No charge for assignments.</li> <li>• 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.</li> </ul>	
<b>MORTGAGE SUBORDINATION</b>	
Record	\$ 45.50
Per Page	\$ 5.00
<b>MOTION/CROSS MOTION</b>	\$ 45.00
<b>NOTARIZING A DOCUMENT</b> Valid Photo ID Required	No fee
<b>NOTE OF ISSUE</b>	\$ 30.00
<b>ADD TRIAL BY JURY DEMAND</b>	\$ 65.00
<b>NOTICE OF APPEAL</b>	
Supreme to Appellate	\$ 65.00
Lower Court to Supreme	No fee
<b>NOTICE OF LENDING</b>	
File	\$ 15.00
Discharge	No fee
<b>PARTIAL MORTGAGE RELEASE</b>	
Record	\$ 45.50
Per Page	\$ 5.00
Additional mortgage(s) released after first	\$ 3.50
<b>PASSPORT FEES</b> additional information at <a href="http://travel.state.gov">travel.state.gov</a>	SEE BELOW
<b>OIL &amp; GAS DOCUMENTS</b>	

Record	<b>\$ 45.00</b>
Per Page (each side)	<b>\$ 5.00</b>
Additional reference after the first	<b>\$ 3.00</b>
TP584 Capital Gains Tax Affidavit -- when required	<b>\$ 5.00</b>
<b>POWER OF ATTORNEY</b>	
Record	<b>\$45.00</b>
Per Page (each side)	<b>\$ 5.00</b>
<b>RELEASE OF ESTATE TAX</b>	
Record	<b>\$ 45.00</b>
Per Page (each side)	<b>\$ 5.00</b>
<b>RELEASE OF LIEN OF JUDGMENT</b>	
Record	<b>\$ 45.50</b>
Per Page (each side)	<b>\$ 5.00</b>
<b>RJI (REQUEST FOR JUDICIAL INTERVENTION</b>	
<b>SEARCH: Criminal and Genealogy only</b>	<b>\$ 10.00</b>
Walk in self-service available	<b>No fee</b>
<b>SEPARATION/PRENUPTIAL AGREEMENT</b>	
	<b>\$ 5.00</b>
<b>SCAR (SMALL CLAIMS ASSESSMENT REVIEW)</b>	
	<b>\$ 30.00</b>
<b>STIPULATION OF SETTLEMENT OR VOLUNTARY DISCONTINUANCE</b>	
	<b>\$ 35.00</b>
<b>TRANSCRIP OF JUDGMENT</b>	
File Transcript of Judgment from lower court	<b>\$ 10.00</b>
File Satisfaction	<b>No fee</b>
Prepare Transcript of Judgment	<b>\$ 5.00</b>
Prepare Exemplified Transcript	<b>\$ 10.00</b>
Prepare Certificate of Disposition	<b>\$ 5.00</b>
Prepare Income Execution Form	<b>\$ 5.00</b>
<b>UCC (UNIFORM COMMERCIAL CODE)</b>	
File (UCC 1 or UCC 3 attached to Real Estate)	<b>\$ 40.00</b>
File amendment, continuation, termination	<b>\$ 40.00</b>
Search per name: fee includes copies	<b>\$ 25.00</b>

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

<b>PASSPORT FEES</b>	<b>FORM</b>	<b>PASSPORT AGENCY*</b>	<b>COUNTY CLERK**</b>
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	DS-11	\$ 80.00	\$35.00
now 16 and above		\$110.00	\$35.00
Expedite Fee		\$60.00	
Overnight Delivery Fee Mailed Out (optional)			\$15.00
Overnight Delivery Fee Mailed Back (optional)		\$17.13	
Passport Photo			\$10.00

- See [travel.state.gov](http://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