JEFFERSON COUNTY CLERK'S OFFICE

Schedule of Fees

CONTACT INFO

175 Arsenal Street Watertown, NY 13601
Phone: 315.785.3200
Fax: 315.785.5145
jeffcoclerksoffice@co.jefferson.ny.us
www.co.jefferson.ny.us

Gizelle J. Meeks
County Clerk

Jaime S. Thompson
Deputy County Clerk

Table of Contents:

Online Records: 3
Start E-Recording Today! 3
Acceptable Forms of Payment: 3
Return of Original Documents: 3
Fee Schedule: 4
- **Assumed Name Certificates (DBA's):** 4
- **Basic Recording Fees:** 4
- **Civil & Matrimonial Actions:** 4
- **Copies:** 5
- **Deeds:** 5
- **Judgments:** 6
- **Liens:** 6
- **Lis Pendens/Notice of Pendency:** 6
- **Maps:** 7
- **Mortgages:** 7
- **Notary Public & Commissioner of Deeds:** 7
- **Searches:** 7
- **Small Claims Assessment Review Petitions (SCAR):** 8
- **Uniform Commercial Code (UCC):** 8

Passport Fees: 8
- **U.S. Department of State Fees:** 8
- **Jefferson County Clerk Fees:** 8

Online Records:

*View our Records Online at searchiqs.com/nyjef !

Guest Subscription – 30 minutes $15.00

Monthly Subscription – New York State/30 Days.....$150.00

Monthly Subscription – Out of State/30 Days $300.00

Start E-Recording Today!

It's Simple & Easy, Contact one of these Vendors to get started:

1. Simplifile
   a. simplifile.com
   b. 800.460.5657
2. Corporation Service Company (CSC)
   a. erecording.com
   b. 866.652.0111
3. eRecording Partners Network (ePN)
   a. goepn.com
   b. 888.325.3365
4. Indecomm
   a. dmg.indecomm.net
   b. 877.272.5250

Acceptable Forms of Payment:

The County Clerk's office is able to accept American Currency ONLY including Cash, Checks*, Money Orders, and Credit Cards (Visa, MasterCard, and Discover) at this time.

*Out of State Personal Checks are not accepted. We apologize for any inconvenience this may cause. All Checks must be written for the exact amount of services rendered.

Please view our Payment for Services Policy for additional information.

Return of Original Documents:

Any document presented for recording must be accompanied by a self-addressed stamped envelope. If you do not wish to send an envelope you may include a postage fee of $1.00 per doc. in your payment. Documents submitted without a self-addressed stamped envelope or $1.00 postage fee will not be returned.

*To obtain an original unreturned document, complete our "Request to Retrieve Unreturned Original Documents Form", which can be found on our website. A self-addressed stamped envelope or Postage Fees, are required.

Fee Schedule:

*Fees are set by New York State and are subject to change.

Assumed Name Certificates (DBA's):

File Certificate.....$25.00

File Amendment.....$25.00

File Discontinuance.....NO FEE

Basic Recording Fees:

Base Fee $45.00

- ✓ Includes Cover Page Generated by Clerk's Office

Per Page Fee.....$5.00

Cross Reference .....$.50

Additional Surnames.....$.50

Additional Assignments or Releases $3.50

Additional Discharges.....$50.50

Total Recording Fee's - Example			
1 pages	$50.00	5 pages	$70.00
2 pages	$55.00	6 pages	$75.00
3 pages	$60.00	7 pages	$80.00
4 pages	$65.00	8 pages	$85.00

****Please Note: This does NOT include supplemental documents.****

Civil & Matrimonial Actions:

Index Number – Standard $210.00

Index Number – Foreclosure.....$400.00

Request for Judicial Intervention (RJI).....$95.00

Demand for Jury Trial $65.00

Notice of Appeal $65.00

Trial Note of Issue.....$30.00

Motion/Cross Motion $45.00

Stipulation of Settlement/Voluntary Discontinuance.....$35.00

Certificate of Dissolution of Marriage.....$5.00

Separation Agreement or Memorandum $5.00

Copies:

Regular Copy Per Page .....$.65

- ✓ Minimum of $1.30 and Maximum of $40.00 per document.

Certified Copy Per Page.....$1.25

- ✓ Minimum of $5.00 and Maximum of $40.00 per document.

Exemplified Copy $10.00

- ✓ Does not include fee to Certify original document.

Deeds:

Basic Recording Fees Apply

TP – 584.....$5.00

RP – 5217

If the following box on the RP – 5217 is checked:

7A, 7B, 7E or both 7G & 8.....$125.00

If the property classification code (Item 18) is:

100 – 199; or 200 – 299; or 411 – C, 411 – D, 412 – C, 412 – D $125.00

All other property types.....$250.00

Transfer Tax per $1000.00 .....$4.00

- ✓ If Consideration is $500.00 or less there is no tax due.

Judgments:

Enter Default Judgment $45.00

File Transcript of Judgment.....$10.00

Issue Transcript $5.00

File Satisfaction of ..... NO FEE

File Certificate of Disposition.....NO FEE

Issue Certificate of Disposition $5.00

Issue Income/Property Execution.....$5.00

Liens:

Building & Loan Agreement $25.00

Discharge of Building & Loan.....NO FEE

Notice of Lending $15.00

Mechanics Lien.....$15.00

Notice or Order Continuing, Amending, or Cancelling .....NO FEE

Affidavit of Service of Mechanics Lien $5.00

Lis Pendens/Notice of Pendency:

File & Record $35.00

Order or Stipulation to Cancel .....NO FEE

Amended/Extended.....$35.00

Maps:

Filing $10.00

Copies (8.5″x 14″ or Smaller) .....$.65

Copies (11″x 17″).....$5.00

Copies (18″x 24″).....$10.00

Copies (24″x 36″).....$15.00

Copies (36″x 48″).....$20.00

Copies (Electronic) $5.00

(*Maximum Fee 11″ x 17″ or smaller ..... $40.00)
(*Maximum Fee All Other Maps ..... $75.00)

Mortgages:

Basic Recording Fees Apply

Mortgage Tax..... ¾ of 1%

Affidavit of Exemption (If Applicable) $5.00

Notary Public & Commissioner of Deeds:

File Oath of Office .....NO FEE

Notary Renewal Fee.....$60.00

File Commissioner of Deeds.....$10.00

File Certificate of Official Character.....$10.00

Issue Certificate of Official Character $5.00

Notarial Certification.....$3.00

Searches:

Court Records: Each Name Per 2 yr. Period $5.00

All other Records: Each Name Post 1967.....$5.00

All other Records: Each Name Per 10 yr. Period Pre 1967.....$5.00

Small Claims Assessment Review Petitions (SCAR):

Filing $30.00

Uniform Commercial Code (UCC):

UCC Filing (UCC-1 or UCC-3).....$40.00

Information Request (UCC-11) $25.00

Copies per Document.....$5.00

Certified Copies per Document $10.00

Only UCC filings where collateral is AFFIXED TO REAL PROPERTY can be accepted by the County Clerk's Office. All other UCC filings must be filed with the NYS Department of State

Passport Fees:

U.S. Department of State Fees:

Application Fee	Passport Book	Passport Card	Passport Book & Card
Under 16 yrs.	$80.00	$15.00	$95.00
16 yrs. & Older	$110.00	$30.00	$140.00

Expedite Fee per Application.....$60.00

File Search Fee $150.00

Overnight Delivery $20.66

*These payments made payable to "U.S Department of State" – Check or Money Order **ONLY***

Jefferson County Clerk Fees:

Execution Fee per Application.....$25.00

Photo Fee $10.00

These payments made payable to "Jefferson County Clerk", Payment policy applies

Visit travel.state.gov/ for more info on fees and to obtain forms