Fee Schedule

Updated Jan 2025

Cover Page Automatically Generated

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.

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| **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 (If recorded and on file)** |  |
| 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 $1,000 |  |
| 291 Notification for property class codes 200-299, 411-C and 411-D | **$ 10.00** |
| E&A RP-5217 (Fraud Letter) |  |
| BOX 7a, 7b, 7e or both 7g & 8 | **$125.00** |
| ALL OTHERS (continued on next page) | **$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** |
| Per Page (each side) | **$ 5.00** |
| Cross Reference(s) or additional surnames | **$ .50 each** |
| TP584 Capital Gains Tax Affidavit | **$ 5.00** |
| **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 | **$ 5.00** |
| 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  (Sub-division form if applicable or map signed by planning board) | **$ 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 **related** mortgage discharged on same document | **$ 50.50** |
| Consolidated mortgages forming a single lien discharged on a single  document to the extent as if separate discharges were submitted for  each mortgage. RPL321   * 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**  **ADD TRIAL BY JURY DEMAND** | **$ 30.00**  **$ 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 (continued on next page) | **$ 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** |
| **RELEASE OF LIEN OF JUDGMENT** |  |
| Record | **$ 45.50** |
| Per Page (each side) | **$ 5.00** |
| **RJI (REQUEST FOR JUDICIAL INTERVENTION** | **$ 95.00** |
| **SEARCH: Criminal (2 year) and Genealogy only (per surname)** | **$ 5.00** |
| 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** |
| **TRANSCRIPT OF JUDGMENT** |  |
| File Transcript of Judgment from lower court | **$ 10.00** |
| File Satisfaction | **No fee** |
| File Certificate of Disposition | **$ 1.00** |
| 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.**

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| **PASSPORT FEES** | **FORM** | **PASSPORT**  **AGENCY\*** | **COUNTY**  **CLERK\*\*** |
| Passport Book Age 16 and over | DS-11 | **$130.00** | **$35.00** |
| Passport Book Age 15 and under  Parents with photo ID must be present with child | DS-11 | **$ 100.00** | **$35.00** |
| Passport Card Age 16 and over | DS-11 | **$ 30.00** | **$35.00\*\*\*** |
| Passport Card Age 15 and under | DS-11 | **$ 15.00** | **$35.00** |
| Passport Renewal --Previous adult passport | DS- 82 | **$130.00** | **NA** |
| Passport Renewal--Previous minor passport  now under age 15  now 16 and above | DS-11 | **$ 100.00**  **$ 130.00** | **$35.00**  **$35.00** |
| Expedite Fee |  | **$ 82.05** | **$55.00** |
| 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 (see debit/credit fees above)
* \*\*\*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