

# Fee Schedule

UPDATED March 2019

Automatically Generated Cover Page - \$5.00 Fee \*

ALL pages for recorded documents MUST have a 1 ½" blank space at the bottom in order for us to properly book & page your documents.

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 SASE for returns. \*\*

Returned Check Fee: \$30.00

	Current Fee
BUILDING LOAN AGREEMENT filing fee	\$ 25.00
<b>BUILDING LOAN DISCHARGE</b>	No fee
<b>CERTIFIED COPIES</b>	
Customer's copy certified (can only be certified at same time as recording or filing) \$5.20 minimum: up to 8 pages included – additional \$.65 per page 9+ pages	\$ 5.20/+
Clerk prepares certified copy \$5.00 minimum: up to 4 pages included – additional \$1.25 per page 5+ pages	\$ 5.00/+
<b>CERTIFICATE OF DEPOSIT INTO COURT</b>	\$ 3.00
<b>CERTIFICATE OF NO EXCEPTION</b> ( \$5.00 Search fee & \$5.00 certificate fee)	\$ 10.00
CLERK CERTIFICATION OF NOTARY ON FILE	\$ 3.00
COMMISSIONER OF DEEDS	\$ 10.00
<b>COPIES</b>	
Per Page (minimum \$1.30) Mail requests: \$5.00 search fee and copy fees both apply Self-addressed, stamped envelope is required	\$ .65/page
<b>CORRECTION MORTGAGES &amp; DEEDS</b> *cover page additional \$5.00	
Record	\$ 40.00
Per Page ( each side )	\$ 5.00
Cross reference fee	\$ .50
255 Affidavit - required with corrective mortgage	\$ 5.00
<b>DBA AND PARTNERSHIP</b> - photo ID required to notarize application	
<b>FILE</b> – you will receive two certified copies for your records	\$ 35.00
Amendment – two certified copies included	\$ 35.00
Discontinuance	No fee
Report: monthly compilation list of business filings	\$ 20.00
<b>DEATH CERTIFICATE</b> *cover page additional \$5.00	
Record: certified copy with seal	\$ 40.00
Per page ( each side )	\$ 5.00

<b>DEEDS</b>	*cover page additional \$5.00	
Record		\$ 40.00
Per page (each side)		\$ 5.00
Cross Reference – corrective deed		\$ .50
TP584 Capital Gains Tax Affidavit	<a href="#">On-line Form</a>	\$ 5.00
IT2663 Out of State Grantor	<a href="#">On-line Form</a>	
Capital gain or transfer tax rate:	<b>\$4.00 per \$1,000 consideration \$2.00 per \$500.00 or fraction thereof above \$1,000.00</b>	
EA RP 5217	<a href="#">On-line Form</a>	
BOX 7a, 7b, 7e, or both 7g & 8	<a href="#">Filing Fees</a>	\$ 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		
DEFAULT JUDGMENT		\$ 45.00
Default Credit Card Debt - see directions below		
DIVORCE – CERTIFICATE OF DISSOLUTION		\$ 5.00
EASEMENT	*cover page additional \$5.00	
Record		\$ 40.00
Cross Reference(s)		\$ .50
TP584 Capital Gains Tax Affidavit	<a href="#">On-line Form</a>	\$ 5.00
INDEX NUMBER	<a href="#">Application</a>	\$ 210.00
INDEX NUMBER FORECLOSURE	<a href="#">Application</a> – see Lis Pendens	\$ 400.00
INDEX NUMBER THIRD PARTY	<a href="#">Application</a>	\$ 210.00
LAND CONTRACT	*cover page additional \$5.00	
Record		\$ 40.00
Per page ( each side )		\$ 5.00
TP584 Capital Gains Tax Affidavit	<a href="#">On-line Form</a>	\$ 5.00
Capital gain or transfer tax rate:	<b>\$4.00 per \$1,000 consideration \$2.00 per \$500.00 or fraction thereof above \$1,000.00</b>	
RP5217 not required until deed transfer is recorded		
Mortgage Tax: ¾% under \$10,000.00 1% over \$10,000.00 1 or 2 family dwelling deduct \$25.00		
Tax Affidavit: If provided tax rate will be different		\$ 5.00
LEASE	*cover page additional \$5.00	
Record		\$ 40.50
Per Page ( each side )		\$ 5.00
Additional references after the first		\$ 3.00
TP584 Capital Gains Tax Affidavit	<a href="#">On-line Form</a>	\$ 5.00



MORTGAGE DISCHARGE	*cover page additional \$5.00	
Record		\$ 40.50
Per Page ( each side )		\$ 5.00
Each Additional mortgage discharged on same document – PLUS \$5.00 PER PAGE		\$ 40.50
Consolidated Mortgages forming a single lien discharged on a single document to the same 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. - We do not discharge consolidations. - No charge for discharging a “corrective mortgage”.		
MORTGAGE RELEASE	*cover page additional \$5.00	
Record		\$ 40.50
Per Page ( each side )		\$ 5.00
Additional mortgage(s) released after first		\$ 3.50
MORTGAGE SUBORDINATION	*cover page additional \$5.00	
Record		\$ 40.50
Per page ( each side )		\$ 5.00
Additional mortgage(s)		\$ 3.50
MOTION/CROSS MOTION	** <b>SEE NOTE AT TOP OF PAGE</b> <a href="#">Application</a>	\$ 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
PASSPORT FEES	additional information at <a href="http://travel.state.gov">travel.state.gov</a>	SEE BELOW
OIL & GAS DOCUMENTS	*cover page additional \$5.00	
Record		\$ 40.50
Per page ( each side )		\$ 5.00
Additional reference after the first		\$ 3.00
TP584 Capital Gains Tax Affidavit - when required	<a href="#">On-line Form</a>	\$ 5.00
POWER OF ATTORNEY	*cover page additional \$5.00	
Record ( <a href="#">Durable Short Form required after 9/2010</a> for NYS POA)		\$ 40.00
Per Page ( each side )		\$ 5.00
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RELEASE OF ESTATE TAX LIEN	*cover page additional \$5.00	
Record		\$ 40.00
Per page ( each side )		\$ 5.00
Deed reference; per book & page		\$ .50
RJI (REQUEST FOR JUDICIAL INTERVENTION)		\$ 95.00
SEARCH:		
Mail Requests : Search on computer data base / per name Pre-electronic search ( hard copy from books ) / 5 year search per name See Copy Fees – minimum charge \$1.30/.65 cents per page & return stamped envelope		\$ 5.00
Walk In		No Fee
SEPARATION/PRENUPTIAL AGREEMENT		\$ 5.00
SCAR (SMALL CLAIMS ASSESSMENT REVIEW) <a href="#">Information &amp; Instructions</a>		\$ 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
Prepare Transcript of Judgment		\$ 5.00
Prepare Exemplified Transcript		\$ 15.00
Prepare Certificate of Disposition		\$ 5.00
Prepare Income Execution Form		\$ 5.00
Report: Compilation of indexing for judgment filings - per month		\$ 75.00
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 Made in Office Only

**Cayuga County Clerk's Office** offers the convenience of accepting MasterCard, Discover, American Express and Visa credit cards. The payment processing company charges a service fee of 2.65% or \$3.00 minimum to cardholders who use this service. Cardholder must be present to process charge. \*\*\*



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 Age 16 and over Previous adult passport	DS-82	\$110.00	
Passport Renewal Previous minor passport – now under age 15 -now 16 and above	DS-11	\$ 80.00  \$110.00	\$ 35.00  \$ 35.00
Expedite Fee		\$ 60.00	
Overnight Delivery Fee Mailed Out (optional)			\$ 25.50
Overnight Delivery Fee Mailed Back (optional)		\$ 16.48	
Passport Photo			\$ 15.00
Passport Photo – Veteran Discount			\$ 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 from passport agency.
- Passport Agency will accept payment in personal check or money order payable to:  
U S Department of State - cannot accept cash or credit card \*
- County Clerk will accept payment in cash, personal check or money order, credit/debit card \*\*
- The Execution Fee is not charged when Adults 16 and over with a valid passport apply for the passport card: Use Form DS-82 \*\*\*

## CREDIT CARD ONLY

## CONSUMER CREDIT DEFAULT JUDGMENT

The following documents should be submitted for filing of a default judgment for credit card debt. (Index number, summons & complaint previously filed & purchased)

- **Affidavit of Service** - original or time stamped copy
- **Unsealed/stamped envelope addressed to defendant with our Supreme Court ’s return address.** Court will mail to defendant and will wait required period for return.
- **Notice to Consumer** – in English & Spanish
- **Default Judgment** – original and one copy
- **\$45.00 filing fee**
- **Self-Addressed Stamped Envelope** – to return processed judgment or document returned for correction.

SUPREME COURT may require additional notices and/or affidavits, pursuant to the new rules, before approving a credit card default judgment to be filed by the County Clerk’s office.