

# Fee Schedule

UPDATED Aug 2017

**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**

	<b>Current Fee</b>
<b>BUILDING LOAN AGREEMENT</b> filing fee	<b>\$ 25.00</b>
<b>BUILDING LOAN DISCHARGE</b>	<b>No fee</b>
<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	<b>\$ 5.20/+</b>
Clerk prepares certified copy \$5.00 minimum: up to 4 pages included – additional \$1.25 per page 5+ pages	<b>\$ 5.00/+</b>
<b>CERTIFICATE OF DEPOSIT INTO COURT</b>	<b>\$ 3.00</b>
<b>CERTIFICATE OF NO EXCEPTION</b> ( \$5.00 Search fee & \$5.00 certificate fee)	<b>\$ 10.00</b>
<b>CLERK CERTIFICATION OF NOTARY ON FILE</b>	<b>\$ 3.00</b>
<b>COMMISSIONER OF DEEDS</b>	<b>\$ 10.00</b>
<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	<b>\$ .65/page</b>
<b>CORRECTION MORTGAGES &amp; DEEDS</b> *cover page additional \$5.00	
Record	<b>\$ 40.00</b>
Per Page ( each side )	<b>\$ 5.00</b>
Cross reference fee	<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 – you will receive two certified copies for your records	<b>\$ 35.00</b>
Amendment – two certified copies included	<b>\$ 35.00</b>
Discontinuance	<b>No fee</b>
Report: monthly compilation list of business filings	<b>\$ 20.00</b>
<b>DEATH CERTIFICATE</b> *cover page additional \$5.00	
Record: certified copy with seal	<b>\$ 40.00</b>
Per page ( each side )	<b>\$ 5.00</b>

<b>DEEDS</b>	*cover page additional \$5.00	
Record		<b>\$ 40.00</b>
Per page (each side)		<b>\$ 5.00</b>
Cross Reference – corrective deed		<b>\$ .50</b>
TP584 Capital Gains Tax Affidavit	<a href="#">On-line Form</a>	<b>\$ 5.00</b>
IT2663 Out of State Grantor	<a href="#">On-line Form</a>	
Capital gain or transfer tax rate: \$4.00 per \$1,000 consideration \$2.00 per \$500.00 or fraction thereof above \$1,000.00		
EA RP 5217	<a href="#">On-line Form</a>	
BOX 7a, 7b, 7e, or both 7g & 8	<a href="#">Filing Fees</a>	<b>\$ 125.00</b>
ALL OTHERS		<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>DEFAULT JUDGMENT</b>		<b>\$ 45.00</b>
<b>Default Credit Card Debt - see directions below</b>		
<b>DIVORCE – CERTIFICATE OF DISSOLUTION</b>		<b>\$ 5.00</b>
<b>EASEMENT</b>	*cover page additional \$5.00	
Record		<b>\$ 40.00</b>
Cross Reference(s)		<b>\$ .50</b>
TP584 Capital Gains Tax Affidavit	<a href="#">On-line Form</a>	<b>\$ 5.00</b>
<b>INDEX NUMBER</b>	<a href="#">Application</a>	<b>\$ 210.00</b>
<b>INDEX NUMBER FORECLOSURE</b>	<a href="#">Application</a> – see Lis Pendens	<b>\$ 400.00</b>
<b>INDEX NUMBER THIRD PARTY</b>	<a href="#">Application</a>	<b>\$ 210.00</b>
<b>LAND CONTRACT</b>	*cover page additional \$5.00	
Record		<b>\$ 40.00</b>
Per page ( each side )		<b>\$ 5.00</b>
TP584 Capital Gains Tax Affidavit	<a href="#">On-line Form</a>	<b>\$ 5.00</b>
Capital gain or transfer tax rate: \$4.00 per \$1,000 consideration \$2.00 per \$500.00 or fraction thereof above \$1,000.00		
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		<b>\$ 5.00</b>
<b>LEASE</b>	*cover page additional \$5.00	
Record		<b>\$ 40.50</b>
Per Page ( each side )		<b>\$ 5.00</b>
Additional references after the first		<b>\$ 3.00</b>
TP584 Capital Gains Tax Affidavit	<a href="#">On-line Form</a>	<b>\$ 5.00</b>

<b>LIS PENDENS</b>	<b>\$ 35.00</b>
Additional defendants - different last name than the first	<b>\$ .50</b>
<b>MAP</b> Required: One mylar & two paper originals and notarized Map Affidavit <a href="#"><u>Cayuga County Map Affidavit</u></a>	<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>	
File DD214 – veterans eligible to participate in Cayuga County <a href="#"><u>Return the Favor Program</u></a>	<b>No Fee</b>
Certified Copies available to Veteran, Spouse, Parent, Child – ID Required	<b>No Fee</b>
<b>MISCELLANEOUS FILING</b>	<b>\$ 5.00</b>
<b>MISCELLANEOUS DEED RECORDING</b> *cover page additional \$5.00	
Record	<b>\$ 40.00</b>
Per Page ( each side )	<b>\$ 5.00</b>
TP584 Capital Gains Tax Affidavit - when required <a href="#"><u>On-line Form</u></a>	<b>\$ 5.00</b>
Cross Reference	<b>\$ .50</b>
<b>MORTGAGE</b> *cover page additional \$5.00	
Record	<b>\$ 40.00</b>
Per Page ( each side )	<b>\$ 5.00</b>
Reference to prior mortgage or master mortgage: Book & Page required	<b>\$ 3.50</b>
255 Affidavit – Federal Credit Union	<b>\$ 5.00</b>
253 Affidavit – Person to Person	<b>\$ 5.00</b>
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	
<b>MORTGAGE ASSIGNMENT</b> *cover page additional \$5.00	
Record	<b>\$ 40.50</b>
Per Page ( each side )	<b>\$ 5.00</b>
Each additional mortgage assigned after the first	<b>\$ 3.50</b>
<b>MORTGAGE CONSOLIDATION, EXTENSION, MODIFICATION (CEMA) &amp; SPREADER AGREEMENTS</b> *cover page additional \$5.00	
Record	<b>\$ 40.50</b>
Per Page ( each side )	<b>\$ 5.00</b>
Reference to additional mortgage after the first	<b>\$ 3.50</b>
255 Affidavit	<b>\$ 5.00</b>
<b>Page 3 of 6</b>	

<b>MORTGAGE DISCHARGE</b>	*cover page additional \$5.00	
Record		<b>\$ 40.50</b>
Per Page ( each side )		<b>\$ 5.00</b>
Each Additional mortgage discharged on same document – PLUS \$5.00 PER PAGE		<b>\$ 40.50</b>
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”.		
<b>MORTGAGE RELEASE</b>	*cover page additional \$5.00	
Record		<b>\$ 40.50</b>
Per Page ( each side )		<b>\$ 5.00</b>
Additional mortgage(s) released after first		<b>\$ 3.50</b>
<b>MORTGAGE SUBORDINATION</b>	*cover page additional \$5.00	
Record		<b>\$ 40.50</b>
Per page ( each side )		<b>\$ 5.00</b>
Additional mortgage(s)		<b>\$ 3.50</b>
<b>MOTION/CROSS MOTION</b>	** <u>SEE NOTE AT TOP OF PAGE</u> <a href="#">Application</a>	<b>\$ 45.00</b>
<b>NOTARIZING A DOCUMENT</b>	Valid Photo ID Required	<b>No fee</b>
<b>NOTE OF ISSUE</b>		<b>\$ 30.00</b>
<b>ADD TRIAL BY JURY DEMAND</b>		<b>\$ 65.00</b>
<b>NOTICE OF APPEAL</b>		
Supreme to Appellate		<b>\$ 65.00</b>
Lower court to Supreme		<b>No fee</b>
<b>NOTICE OF LENDING</b>		
File		<b>\$ 15.00</b>
Discharge		<b>No fee</b>
<b>PASSPORT FEES</b>	additional information at <a href="http://travel.state.gov">travel.state.gov</a>	<b>SEE BELOW</b>
<b>OIL &amp; GAS DOCUMENTS</b>	*cover page additional \$5.00	
Record		<b>\$ 40.50</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	<a href="#">On-line Form</a>	<b>\$ 5.00</b>
<b>POWER OF ATTORNEY</b>	*cover page additional \$5.00	
Record ( <a href="#">Durable Short Form required after 9/2010</a> for NYS POA)		<b>\$ 40.00</b>
Per Page ( each side )		<b>\$ 5.00</b>
<b>Page 4 of 6</b>		

<b>RELEASE OF ESTATE TAX LIEN</b>	*cover page additional \$5.00	
Record		<b>\$ 40.00</b>
Per page ( each side )		<b>\$ 5.00</b>
Deed reference; per book & page		<b>\$ .50</b>
<b>RJI (REQUEST FOR JUDICIAL INTERVENTION)</b>		<b>\$ 95.00</b>
<b>SEARCH:</b>		
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		<b>\$ 5.00</b>
Walk In		<b>No Fee</b>
<b>SEPARATION/PRENUPTIAL AGREEMENT</b>		<b>\$ 5.00</b>
<b>SCAR (SMALL CLAIMS ASSESSMENT REVIEW)</b> <a href="#">Instructions</a> & <a href="#">Petition</a>		<b>\$ 30.00</b>
<b>STIPULATION OF SETTLEMENT OR VOLUNTARY DISCONTINUANCE</b>		<b>\$ 35.00</b>
<b>TRANSCRIPT 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>\$ 15.00</b>
Prepare Certificate of Disposition		<b>\$ 5.00</b>
Prepare Income Execution Form		<b>\$ 5.00</b>
Report: Compilation of indexing for judgment filings - per month		<b>\$ 75.00</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 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. \*\*\*



<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	\$ 25.00
Passport Book Age 15 and under Parents with photo ID must be present with child	DS-11	\$ 80.00	\$ 25.00
Passport Card Age 16 and over	DS-11	\$ 30.00	\$ 25.00 ***
Passport Card Age 15 and under	DS-11	\$ 15.00	\$ 25.00
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	\$ 25.00 \$ 25.00
Expedite Fee		\$ 60.00	
Overnight Delivery Fee Mailed Out (optional)			\$ 22.95
Overnight Delivery Fee Mailed Back (optional)		\$ 20.66	
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 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 \$25 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 prior to 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.