Fee Schedule UPDATED May 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

	urrent Fee
BUILDING LOAN AGREEMENT filing fee	\$ 25.00
BUILDING LOAN DISCHARGE	No fee
CERTIFIED COPIES	
Customer's copy certified (can only be certified at same time as recording or filing)	\$ 5.20/+
\$5.20 minimum: up to 8 pages included — additional \$.65 per page 9+ pages	
Clerk prepares certified copy	\$ 5.00/+
\$5.00 minimum: up to 4 pages included – additional \$1.25 per page 5+ pages	Ф 2.00
CERTIFICATE OF DEPOSIT INTO COURT	\$ 3.00
CERTIFICATE OF NO EXCEPTION (\$5.00 Search fee & \$5.00 certificate fee)	\$ 10.00
CLERK CERTIFICATION OF NOTARY ON FILE	\$ 3.00
COMMISSIONER OF DEEDS	\$ 10.00
COPIES	
Per Page (minimum \$1.30)	\$.65/page
Mail requests: \$5.00 search fee and copy fees both apply	
Self-addressed, stamped envelope is required	
CORRECTION MORTGAGES & DEEDS *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
DBA AND PARTNERSHIP - photo ID required to notarize application	
FILE – 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
DEATH CERTIFICATE *cover page additional \$5.00	
Record: certified copy with seal	\$ 40.00
Per page (each side)	\$ 5.00
PAGE 1 of 6	

Record	DEEDS *cover page additional \$5.00	
Cross Reference – corrective deed \$.50 TP584 Capital Gains Tax Affidavit On-line Form T2630 Out of State Grantor On-line Form Capital gain or transfer tax rate: \$4.00 per \$1,000 consideration \$2.00 per \$590.00 or fraction thereof above \$1,000.00 EA RP 5217 On-line Form BOX 7a, 7b, 7e, or both 7g & 8 Filling Fees \$ 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. \$ 250.00 2. If either Item 7a, 7b or 18 indicate it is residential, the fee is \$125.00 \$ 45.00 DEFAULT JUDGMENT \$ 45.00 DEFAULT JUDGMENT \$ 45.00 DEFAULT JUDGMENT \$ 5.00 DEFAULT JUDGMENT \$ 5.00 DEASEMENT * 40.00 Cross Reference(s) \$ 40.00 EASEMENT * 40.00 Record \$ 40.00 INDEX NUMBER Application \$ 210.00 INDEX NUMBER FORECLOSURE Application – see Lis Pendens \$ 400.00 INDEX NUMBER THIRD PARTY Application \$ 20.00	Record	\$ 40.00
TP584 Capital Gains Tax Affidavit	Per page (each side)	\$ 5.00
T2663 Out of State Grantor	Cross Reference – corrective deed	\$.50
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 On-line Form BOX 7a, 7b, 7e, or both 7g & 8 Filing Fees \$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 7a, 7b or 18 indicate farm/agricultural, the fee is \$125.00 DEFAULT JUDGMENT 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) \$1.50 INDEX NUMBER Application \$210.00 INDEX NUMBER Application \$210.00 INDEX NUMBER THIRD PARTY Application \$210.00 INDEX NUMBER THIRD PARTY Application \$210.00 LAND CONTRACT *cover page additional \$5.00 Record \$40.00 Per page (each side) \$5.00 PF584 Capital Gains Tax Affidavit On-line Form \$5.00 RP5217 not required until deed transfer is recorded Mortgage Tax: %% under \$10,000.00 1% over \$10,000.00 Per Page (each side) \$5.00 Additional references after the first On-line Form \$5.00 Additional references after the first On-line Form \$5.00	TP584 Capital Gains Tax Affidavit On-line Form	\$ 5.00
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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 *cover page additional \$5.00 Record Per Page (each side) Additional references after the first TP584 Capital Gains Tax Affidavit On-line Form *\$ 5.00		
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TP584 Capital Gains Tax Affidavit On-line Form \$ 5.00	Per Page (each side)	\$ 5.00
1	Additional references after the first	\$ 3.00
Page 2 of 6	TP584 Capital Gains Tax Affidavit On-line Form	\$ 5.00
	Page 2 of 6	

LIS PENDENS / new fee as of January 1, 2018	\$	60.00
MAP Required: One original paper map, one copy, and a notarized Map Affidavit	\$	10.00
<u>Cayuga County Map Affidavit</u>		
MECHANICS LIEN	\$	15.00
Affidavit of Service – to be filed within 30 days	\$	5.00
Refile	\$	5.00
Cancellation	l l	lo Fee
MILITARY DISCHARGE:		
File DD214 – veterans eligible to participate in Cayuga County Return the Favor Program	l l	lo Fee
Certified Copies available to Veteran, Spouse, Parent, Child – ID Required	l l	lo Fee
MISCELLANEOUS FILING	\$	5.00
MISCELLANEOUS DEED RECORDING *cover page additional \$5.00		
Record	\$	40.00
Per Page (each side)	\$	5.00
TP584 Capital Gains Tax Affidavit - when required On-line Form	\$	5.00
Cross Reference	\$.50
MORTGAGE *cover page additional \$5.00		
Record	\$	40.00
Per Page (each side)	\$	5.00
Reference to prior mortgage or master mortgage: Book & Page required	\$	3.50
255 Affidavit – Federal Credit Union	\$	5.00
253 Affidavit – Person to Person	\$	5.00
Mortgage Tax: 3/4% 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	┼	
MORTGAGE ASSIGNMENT *cover page additional \$5.00 Record	μ_	40.50
Per Page (each side)	\$	40.50
Each additional mortgage assigned after the first	\$	5.00
	\$	3.50
MORTGAGE CONSOLIDATION, EXTENSION, MODIFICATION (CEMA) & SPREADER AGREEMENTS *cover page additional \$5.00		
& SPREADER AGREEMENTS *cover page additional \$5.00 Record	\$	40.50
Per Page (each side)	\$	5.00
Reference to additional mortgage after the first	\$	3.50
255 Affidavit	\$	5.00
255741144411	Ψ	3.00
Page 3 of 6		
J		

MORTGAGE DISCHARGE *cove	er 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 lien as if separate discharges were submitted for each mortgage. Complete mortgage history required. No charge for assignment as a mortgage cannot be discharged by itself, when it has been mortgage. All previously consolidated mortgages MUST be decomposed. We do not discharge consolidations. No charge for discharging a "corrective mortgage". 	ege. RPL321 eents consolidated with another		
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 ** SEE NOTE AT TOP OF P	AGE Application \$		45.00
NOTARIZING A DOCUMENT Valid Photo ID Required		No	o 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		١	lo fee
NOTICE OF LENDING			
File	\$		15.00
Discharge			lo fee
PASSPORT FEES additional information at train	<u>vel.state.gov</u> Si	ΞE	BELOW
·	age additional \$5.00		
Record	9	5	40.50
Per page (each side)	9	<u> </u>	5.00
Additional reference after the first		<u> </u>	3.00
TP584 Capital Gains Tax Affidavit - when required On-line		<u> </u>	5.00
	age additional \$5.00		
Record (<u>Durable Short Form required after 9/2010</u> for NYS POA)	<u> </u>	40.00
Per Page (each side)	\$	5	5.00
Page 4 of 6			

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) Information & Instructions	\$ 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. ***









	FORM	PASSPORT	COUNTY
PASSPORT FEES		AGENCY*	CLERK**
Passport Book Age 16 and over	DS-11	\$110.00	\$ 35.00
Passport Book Age 15 and under	DS-11	\$ 80.00	\$ 35.00
Parents with photo ID must be present with child			
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	DS-82	\$110.00	
Previous adult passport			
Passport Renewal	DS-11	\$ 80.00	\$ 35.00
Previous minor passport – now under age 15			
-now 16 and above		\$110.00	\$ 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 <u>travel.state.gov</u> 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.