

Essex County Clerk's Office



Schedule of Fees

Joseph A. Provoncha
Essex County Clerk

Revised October 2010

* A self addressed, stamped envelope is required for any document or copy to be returned *

* A “record and return” must be written on every document to ensure a permanent record to whom the original document was returned. *

Recording Fees

Standard Recording Fee: **\$45.00 plus \$5.00 per page**

CPLR §8021(a) 4

* Includes Cover Sheet generated by County Clerk’s Office. *

Additional Names: **\$0.50 per name**

CPLR §8021(a) 4a(1)

* The first two names on a document are included in the Recording Fee. *

Cross Reference: **\$0.50 per cross reference**

CPLR §8021(a) 7

* Most commonly used with assignments and discharges of mortgage, a cross reference refers to the act of marking a document with reference information from a newly recorded, related instrument. For example, when an assignment of mortgage is filed, the mortgage that is affected is marked with the book, page, date, and assignee of the assignment document. This enables anyone researching that mortgage to clearly see that it was assigned and where to find the assignment record. *

Assignment of Mortgage

CPLR §8021(a) 4 & 7

Assigning one mortgage: **\$45.00 plus \$5.00 per page,
\$0.50 per cross reference, and
\$0.50 per additional name**

Assigning more than one mortgage

1st mortgage: **\$45.00 plus \$5.00 per page,
\$0.50 per cross reference, and
\$0.50 per additional name**

Each additional mortgage: **\$3.00 per additional mortgage,
\$0.50 per cross reference, and
\$0.50 per additional name**

Assignment of Rents and Leases: \$45.00 plus \$5.00 per page
CPLR §8021(a) 4
* Assignment has to be filed with either a Mortgage Tax Affidavit or a TP-584. If filed with a Mortgage Tax Affidavit, it will be indexed in mortgages. If filed with a TP-584, it will be indexed in deeds. *

Boundary Line Agreement: \$45.00 plus \$5.00 per page
CPLR §8021(a) and \$0.50 per additional name
* Two TP-584 forms need to be filed with this agreement, each with a \$5.00 fee. *

Discharge of Mortgage

CPLR §8021(a) 4 & 7

Discharging one mortgage: \$45.00 plus \$5.00 per page,
\$0.50 per cross reference, and
\$0.50 per additional name

Discharging more than one mortgage

* Every discharge in a Discharge of Mortgage document is charged as its own separate record *

1st Discharge: \$45.00 plus \$5.00 per page,
\$0.50 per cross reference, and
\$0.50 per additional name

2nd Discharge: \$45.00 plus \$5.00 per page,
\$0.50 per cross reference, and
\$0.50 per additional name

Mortgage Tax Affidavit: \$5.00 per affidavit

CPLR §8021(a) 1, Tax Law §255.2(a)

* This fee applies whether the affidavit is on a separate sheet or printed on the face of the document. *

Mortgage Tax Rate: 1.25%

Tax Law §253 & §253-j

* Tax is computed by rounding the amount secured to the nearest \$100.00. *

Mortgagor: ½ of 1% Basic Tax,
¼ of 1% Additional Tax, and
¼ of 1% Local Tax

Mortgagee: ¼ of 1% Special Additional Tax

Release of Estate Tax Lien: \$45.00 plus \$5.00 per page

CPLR §8021(a) 4

RP-5217 (Real Property Assessment Report)

Real Property Law §333.1-e

Claiming 7A, 7B, 7E, **both** 7G and 8, **or**

Classification code (item 18) 100 thru 199, 200 thru 299, or 411-C: \$125.00

All others: \$250.00

TP-584 (Capital Gains Tax Affidavit)

\$5.00 **per affidavit**

CPLR §8021(a) 1, Tax Law §1409

TP-584.1 (Supplemental Schedule)

No Fee

Tax Law §1409

Transfer Tax

Tax Law §1402(a) & §1448(h)

Standard (New York State)

\$2.00 **per \$500.00**

Examples

If purchase price is under \$500.00:

No Tax Due

If purchase price is \$500.01 to \$1000.00:

\$4.00

If purchase price is \$1001.01 to \$1500.00:

\$6.00

If purchase price is \$1500.01 to \$2000.00:

\$8.00

Additional (County)

\$1.00 **per \$500.00**

Examples

If purchase price is under \$500.00

No Tax Due

If purchase price is \$500.01 to \$1000.00

\$2.00

If purchase price is \$1000.01 to \$1500.00

\$3.00

If purchase price is \$1500.01 to \$2000.00

\$4.00

Clerk of the Court Fees

Appeal of Town Justice Court: No Fee
CPLR §8018(a) 4

Demand for Jury Trial: \$65.00
CPLR §8020(c) 2

Index Number
CPLR §8018(a)
Foreclosure Action: \$400.00
All other Actions: \$210.00

Motion / Cross Motion: \$45.00
CPLR §8020(a)

* A default judgment without an order from the court is a motion with a \$45.00 fee. *

Note of Issue: \$30.00
CPLR §8020(a)

Notice of Appeal: \$65.00
CPLR §8022(a)
* Pre Calendar is required *

RJI: \$95.00
CPLR §8020(a)

Stipulation of Settlement / Voluntary Discontinuance: \$35.00
CPLR §8020(d) 2

County Clerk Fees

Assumed Name and Partnership Agreements

CPLR §8021(b) 2

* New Corporation, Limited Partnership, and Limited Liability Company originals must be filed with the NYS Department of State. *

To file certificate:	\$25.00
To file amendment:	\$25.00
To file discontinuance or dissolution:	No Fee

Building and Loan Contract

CPLR §8021(b) 10, Lien Law §22

To file contract:	\$25.00
To file modification:	\$25.00
To discharge:	No Fee

Certificates

CPLR §8019(f) 3, §8021(c) 1, §8021(f) 8

Court Records

To certify: \$5.00 **plus** copy costs if necessary

Records other than Court Records or UCC filings

To prepare and certify: \$1.25 **per page**, \$5.00 minimum

UCC Filings

To certify: \$4.50 **plus** copy costs if necessary

* Request must be on a form conforming to the standards prescribed by the Secretary of State. *

Copies

CPLR §8019(f) 1 & 3, §8020(f) 2, §8021(a) 6, §8021(c) 7

Per page:	\$0.65 per page (\$1.30 minimum)
Maximum Fee:	\$40.00 per record
Certified Copy:	\$1.25 per page (\$5.00 minimum)
Exemplified Copy:	\$10.00
Highway Appropriation Maps:	\$5.00 per map / \$10.00 per map

* Larger than average sized maps will be charged the \$10.00 fee. *

Survey Maps: \$5.00 **per map** / \$10.00 **per map**

* Larger than average sized maps will be charged the \$10.00 fee. *

Dissolution of Marriage

CPLR §8021(b) 1

To file certificate: \$5.00

* The \$5.00 fee is required even in a “poor person application”. This certificate is a Department of Health paper and thus not applicable to the “poor person” exemption for court papers. *

Federal Tax Lien

Lien Law §243, Executive Law §96-a

To file: \$40.00

To discharge: \$40.00

Search for liens: \$25.00

Filing

§8021(a) 1, §8021(b) 1

* For any document required or permitted to be filed, but not expressly outlined elsewhere. *

Any document without an index number: \$5.00

Hospital Lien

CPLR §8021(b) 6

To file notice: \$5.00

To file satisfaction, modification, assignment: No Fee

Judgments

CPLR §8018(d) 1, 3 & 5, §8021(b) 7, §8021(c) 1, 2, & 3

To file transcript: \$10.00

To file satisfaction, amendment, or assignment: No Fee

To issue certificate of disposition: \$5.00

To issue transcript: \$5.00

To issue execution: \$5.00

To docket execution satisfied, unsatisfied or part satisfied: No Fee

To discharge by deposit with clerk of the court: \$3.00

To docket under index number: No Fee

Lis Pendens (Notice of Pendency)

CPLR §8018(a) 3, §8018(d) 6, §8021(a) 10

To file:	\$35.00
To file an amended notice of pendency:	\$35.00
To continue or cancel:	No Fee

Maps

CPLR §8021(a) 2

To file a survey map or subdivision map:	\$10.00
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* Mylar original must be accompanied by a paper copy. *

Mechanics Lien

CPLR §8021(b) 1 & 4

To file notice:	\$15.00
To file continuation, amendment or cancellation:	No Fee
To discharge by deposit with clerk of the court:	\$3.00
To file affidavit of service:	\$5.00 per affidavit

Notary Public

CPLR §8021(b) 8, §8021(c) 4 & 5

To file an oath (renewal):	\$60.00
To file and index certificate of appointment:	\$10.00
To issue certificate of appointment:	\$5.00
To issue certificate of authentication:	\$3.00

Notice of Assignment

CPLR §8021(b) 9

To file assignment:	\$25.00
To continue, amend, or cancel:	No Fee

Notice of Attachment against Real Property

CPLR §8018(a) 3, §8018(d) 6, §8021(a) 10

To file notice:	\$35.00
To file an amended notice of attachment:	\$35.00
To continue or cancel:	No Fee

Notice of Foreclosure

CPLR §8021(a) 3

To affix and index: \$10.00

Notice of Lending

CPLR §8021(b) 4

To file notice: \$15.00

To file continuation, amendment, or cancellation: No Fee

Oaths and Bonds

CPLR §8021(b) 1, §8021(c) 9

To file an oath of office or certificate of appointment No Fee

To file a public official undertaking: No Fee

To discharge a public official undertaking: No Fee

Other Services

Bugle

By mail: \$310.00 per year

Through internet account: \$300.00 per year

Department of Environmental Conservation Licenses: Fee dependent on State Rates

Essex County Highway Map: \$2.50

\$0.50 for mailing

Photos

* For Passports, Pistol Permits, Gun Dealer Licenses, Gunsmith Licenses, and other IDs. *

2 photos (minimum): \$8.00

4 photos: \$12.00

Searches

CPLR §8020(g)

Civil Court search: \$5.00 per name per 2 year period

* Requests by mail only. *

Separation Agreement

CPLR §8021(b) 1

To file Memorandum of Separation: \$5.00

To file certificate of Pre Nuptial Agreement: \$5.00

Small Claims Assessment Review \$30.00
CPLR §8021(a) 1, Real Property Tax Law §730-3
* An original plus two photocopies need to be filed *

UCC – Uniform Commercial Code

CPLR §8021(f)
* Forms with or without attachments are charged the same fee. *

UCC-1 Original Financing Statement:	\$40.00
UCC-3 Amendment	\$40.00
UCC-3 Assignment	\$40.00
UCC-3 Continuation Statement	\$40.00
UCC-3 Release	\$40.00
UCC-3 Termination	\$40.00
UCC-11 Search	\$25.00
Copies:	\$5.00
Noting file number, date, and time of original filing on a copy:	\$1.50 per page
Indexing Cross References to Real Estate:	No Fee

Wage Assignment

CPLR §8021(b) 3

To file wage assignment:	\$5.00
To satisfy, assign, or cancel wage assignment:	No Fee

Passport Fees

* Passports require two checks as the passport fee and execution fee are paid to different places. *

Passport Book

Adults (16 yrs of age or over)

Passport Fee: \$110.00

Execution of Application: \$25.00

Children (15 yrs of age and under)

Passport Fee: \$80.00

Execution of Application: \$25.00

Passport Card

Adults (16 yrs of age or older)

Passport Fee: \$30.00

Execution of Application: \$25.00

Children (15 yrs of age and under)

Passport Fee: \$15.00

Execution of Application: \$25.00

Passport Book and Card

Adults (16 yrs of age or older)

Passport Fee: \$140.00

Execution of Application: \$25.00

Children (15 yrs of age and under)

Passport Fee: \$95.00

Execution of Application: \$25.00

Expedited Service

\$60.00 per application

* For Passport Books Only *

File Search Fee

\$150.00

Overnight Delivery

\$14.96

What to bring when applying for a passport

New Passport

When applying for a new passport, the applicant needs to submit one of the following items as proof of US citizenship: **previous passport, certified birth certificate** (including full name of parent(s), date and place of birth, date birth record was filed, and seal or other certification of the official custodian of such records), **certificate of naturalization, certificate of citizenship, or report of birth abroad**. Additionally, the applicant needs to provide one of the following items as proof of identity: **previous passport, permanent driver's license, certificate of naturalization, certificate of citizenship, military identification, or government employee identification** (federal, state, or municipal). Please note that two separate forms of identification are required for every applicant, therefore, an identification used by an individual as proof of US citizenship cannot also be used as their proof of identity.

Passport Renewal

When renewing a passport, the applicant needs to bring their **most recent passport, issued less than 15 years ago**. If this passport was issued more than 15 years ago, the applicant is ineligible to renew and is required to apply for a New Passport. An applicant whose name has changed is required to bring a marriage certificate or court order reflecting the change of name.

Special requirements for children 15 years of age or younger

Public Law §106 - §113, 22 CFR 51.21 & 51.28

Please note that all children, regardless of age, must have their own passports to travel outside of the United States. In order to submit a passport application for children 15 years of age or younger, **both parents or legal guardian(s) must appear in person** with the minor and present **all** of the following: **evidence of the child's US citizenship, evidence of the child's relationship to the parents or legal guardian(s), and parental / guardian identification**. If **only one parent** can appear with the minor, **one** of the following items must be submitted in conjunction with the items listed previously: **the second parent's notarized written statement consenting to passport issuance for the child, primary evidence of sole authority to apply, or a written statement (made under penalty of perjury) explaining the second parent's unavailability**.

* For further information please visit the US Department of State website: <http://travel.state.gov> *

Pistol Permit Bureau Fees

Gun Dealer License

* Renewable every 2 years. A complete process is required every 6th year. *

Gun Dealer License:	\$10.00
Gun Dealer Renewal:	\$10.00

Gunsmith License

* Renewable every 2 years. A complete process is required every 6th year. *

Gunsmith License:	\$10.00
Gunsmith Renewal:	\$10.00

Pistol Permits

Original Permit:	\$20.00
Amendments:	\$3.00 per weapon
Duplicate Permit:	\$13.00
Fingerprint Processing Fee (New Applications):	\$105.75
* Paid to NYS Division of Criminal Justice Services *	
Transfer Permits	
Into County:	\$13.00
Out of County:	\$5.00

Purchase Coupon Policy

* NIC checks are no longer done by the County Clerk's Office. *

Purchase coupons are issued when a permit holder comes into the office with a bill of sale for a weapon they want to purchase. If the weapon is being bought from a dealer, the bill of sale must include the name and address of that dealer. If the weapon is being bought from an individual, the bill of sale must include the seller's name, address, and pistol permit number. The new weapon will be put on the buyer's pistol permit and a purchase coupon will be generated. This purchase coupon will include the weapon information and have the county seal on it. This coupon will allow the buyer to legally pick up the weapon. A permit holder selling a weapon must receive a purchase coupon, with the weapon information and county seal on it, before giving the weapon to the buyer. This coupon will be needed to remove the weapon from the seller's pistol permit.

CPLR §8017

Exemption of the state and counties, and agencies and officers thereof, from fees of clerks.

(a) Notwithstanding any other provisions of this article or any other general, special or local law relating to fees of clerks, no clerk shall charge or collect a fee from the state, or an agency or officer thereof, for any service rendered in an action in which any of them is involved, nor shall any clerk charge or collect a fee for filing, recording or indexing any paper, document, map or proceeding filed, recorded or indexed for the county, or an agency or officer thereof acting in an official capacity, nor for furnishing a transcript, certification or copy of any paper, document, map or proceeding to be used for official purposes.

* Also see **Executive Law §161** *

CPLR §8019

County Clerks generally.

(b) Legible copies. Whenever a paper or document, presented to a county clerk for filing or recording, is not legible or otherwise suitable for copying or recording by the photocopying process, the county clerk may require a legible or suitable copy thereof along with such paper or document, and the same fees shall be payable for the copy as are payable for the paper or document.

(e) Size of page and type. For purposes of this article, the size of each page accepted by a county clerk for recording and indexing shall not exceed nine inches by fourteen inches . . . and every printed portion thereof shall be plainly printed in not smaller than eight point type.

Contact Information

Essex County Clerk's Office
7559 Court Street
PO Box 247
Elizabethtown, NY 12932
Phone: (518) 873-3601
Fax: (518) 873-3548
Website: www.co.essex.ny.us

Essex County Clerk's Office
Pistol Permit Bureau
Attn: Nancy McLean
7559 Court Street
PO Box 247
Elizabethtown, NY 12932
Phone: (518) 873-3837

For additional information on **Passports** please visit: <http://travel.state.gov/passport>

For additional information on **Starting a Business** please visit:
NYS Department of State, Division of Corporations: www.dos.state.ny.us
NYS Department of Taxation & Finance: www.nystax.gov
Internal Revenue Service: www.irs.gov
NYS Online Permit Assistance & Licensing: www.nys-opal.com

Document Type and Form Required

Document Type	TP-584	Tax Stamp	RP-5217	* Explanation *
Amendment of Deed Covenant	Yes	Yes	Yes	
Assignment of Proceeds	No	No	No	
Assignment of Rents / Leases	* Yes *	No	No	If mortgage tax affidavit is not being filed
Boundary Line Agreement	Yes (2)	No	* Yes *	If conveying property
Cemetery Deeds	Yes	Yes	Yes	
Declaration of Condominium	No	No	No	
Declaration of Covenants	No	No	No	
Deed	Yes	Yes	Yes	
Dock Easement	Yes	Yes	No	
Fence Agreement	Yes	Yes	* Yes *	If conveying property
Fishing and Park	Yes	Yes	No	
* Land Contracts *	Yes	Yes	Yes	If possession is taken, transfer & mortgage tax due
Leases (including oil and gas)	Yes	* Yes *	No	With an option to purchase, otherwise No
Life Estate / Termination	Yes	Yes	Yes	
Maintenance Week for Timeshares	Yes	Yes	Yes	
* Notice of Appropriations *	No	Yes	No	Taking by eminent domain
Options / Release / Right of First Refusal	Yes	No	No	
Right of Way / Easement / Release	Yes	Yes	No	
Road Maintenance Agreement	Yes	No	No	
Surrender of Leases	Yes	No	No	
Timber and Mineral	Yes	Yes	No	
Trust Agreement	No	No	No	
Water Rights Agreement	Yes	No	No	
Wills	No	No	No	