

**ASSUMED NAME OR PARTNERSHIP (DBA's)**

- File Certificate \$25.00
- File Amended Certificate \$25.00
- File Discontinuance No Fee
- Certified Copy \$5.00

DBA Forms  
available at County Clerks Office \$1.00  
(available on website)

Limited Partnerships – original filed with NY State

**CIVIL ACTIONS**

- Index Number \$210.00
- Index Number Foreclosure Action \$400.00
- RJI: (original plus 1 copy) \$95.00
- Note of Issue (original plus 1 copy)
  - Non Jury \$30.00
  - Jury Trial \$95.00
- Jury Demand
  - (w/note of issue already filed) \$65.00
- Motion/Cross Motion \$45.00
- Notice of Appeal \$65.00
- Stipulation of settlement/voluntary Discontinuance \$35.00
- Dissolution of Marriage \$5.00  
(Department of Health Certificate)

**JUDGMENTS:**

- Docket & Enter a Default Judgment \$45.00
- Satisfaction of, Assign of No Fee
- Transcript
  - To File \$10.00
  - Issue \$5.00
- Certificate of Disposition
  - To File No Fee
  - Issue \$5.00

**COPIES:**

- Of recorded or filed documents (per page) \$ 1.25
- To prepare and certify a copy \$ 5.00  
Plus \$1.25 per page after 1<sup>st</sup> 4 pgs.
- Exemplified Copy \$ 15.00

**FAX** Per Page \$1.00  
Out of area \$2.00 Plus Per Page Fee

**NOTARY PUBLICS:**

- Renewal - (4 years) \$60.00
- Certificate Authentication Notary \$3.00
- Certificate of Appointment - File \$10.00
- Certificate of Appointment - Issue \$5.00

**FILING**

- SCARS
  - Small Claims Assessment Review \$30.00
- Any other Instrument \$5.00  
(Other than those covered by Special Law or an action or proceeding having an Index Number)
- Military Discharge (DD214) No Fee
- Agreements-Separations \$5.00

**LIENS**

- Notice of Assignment - Filing \$25.00
- Cancel \$3.00
- Building and Loan Contract (Agreement)
  - File Original or Amendment \$25.00
- Discharge No Fee
- Federal Tax Lien Filing & Satisfaction \$40.00
- Abstract of Judgment \$10.00

**LIS PENDENS:**

- Record \$40.00
- Amend \$40.00
- To Cancel No Fee

**MECHANIC'S LIENS:**

- (Includes Notice of Public Service Liens and Public Improvement Liens)
- Filing \$15.00
  - Affidavit of Service \$5.00
  - Discharge by Payment into Court \$3.00
  - Order to Continue No Fee
  - Satisfaction or Cancel No Fee
  - Notice of Lending – Filing \$15.00
  - Notice of Lien, Filing \$5.00
  - Notice of Public Service \$15.00
  - Public Welfare Lien No Fee

**RECORDING FEE:** \$5.00 Per Page  
Plus \$45.00 includes cover sheet  
\*\*50¢ extra for each name over 2

**DEEDS**

- (RELEASE OF LIEN OF ESTATE TAX, LEASES, EASEMENTS, POWER OF ATTORNEY, ETC.)**
- See recording fee
  - Transfer Tax Affidavit (TP-584) \$5.00
  - Equalization and Assessment (RP5217) \$125.00  
**(Vacant land or Commercial property)** 250.00

**MORTGAGES:**

- Mortgage Tax – 1%**
- See Recording Fee

**Consolidations, Extensions, Modifications, Subordination's, Corrections, etc.**

- See recording fee
- Plus 50 cents for each mortgage
- Mortgage Tax Affidavits (In duplicate) \$5.00

**ASSIGNMENT OF MORTGAGE.**

- See recording fee
- 50¢ for 1<sup>st</sup> markoff
- Plus \$3.00 for each additional Mtg. assigned after 1<sup>st</sup>.

**DISCHARGE OR SATISFACTION OF MORTGAGE.**

- See recording fee
- 50 cents for 1<sup>st</sup> mark-off
- Each additional Mtg. Discharged after 1<sup>st</sup>  
double the fee minus cover sheet fee of \$5.00

**Release of Part of Mortgage Premises**

- See recording fee
- 50 cents for 1<sup>st</sup> mark-off
- Plus \$3.00 for each additional mtg. released

**Estoppel Certificate** - See Recording Fees

**PASSPORTS:**

**Must submit**

- **Original Birth Certificate with raised seal and filing date**
- **Photo ID (driver's license)**
- **two 2" x 2" identical pictures**

\*\* *Children must appear in person, also consent for passport issuance will be required by BOTH parents for children 15 years old or under.*

**FEES - AS OF 7/13/10**

**Passport Book:**

- Federal Fee (separate check - no cash)
- 10 yr. Passport - 16 yrs. of age or older \$110.00
  - 5 yr. Passport - under 16 yrs. of age \$80.00
  - County Fee (separate checks or cash) \$25.00

**Passport Card:**

- Federal Fee (separate check- no cash)
- 10 yr. Passport Card - 16 yrs of age or older \$30.00
  - 5 yr. Passport Card - under 16 yrs of age \$15.00
  - County Fee (separate check or cash) \$25.00

- Photos (if needed) \$10.00
- To Expedite Passport Book or Card \$60.00

# SARATOGA COUNTY CLERK'S OFFICE



**PISTOL PERMITS:**

Transfer to or from another County \$5.00

**SEARCH (requests by mail only):**

- Civil Action, Judgments (every 2 yrs. searched) \$ 5.00
- Liens & Mtgs., etc., (every 2 yrs. searched) \$ 5.00
- *Criminal Search (Done thru Supreme Court)*

**UCC's:**

- Only UCC's relating to real estate are filed in the County Clerk's Office - others go to the Dept. of State.
- To File \$40.00
- Searches \$25.00

**WILLS:**

(Certified copies of wills are available from Surrogate Court).

- See Recording Fees

**\*\*A SELF ADDRESSED STAMPED ENVELOPE IS  
REQUIRED FOR RETURNING DOCUMENTS\*\***

**THE COUNTY CLERK'S OFFICE DOES NOT ACCEPT  
CREDIT OR DEBIT CARDS AT THIS TIME**

**LICENSES:**

- Verification of Registrar \$ 5.00
- Veterans Peddlers License No Fee

**OATH OF OFFICE:**

To File or Administer  
(Except for Notary) No Fee

8019(B) 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 original paper or document.

Exemption of the State and Counties from fees of Clerks (8017 a&b and Section 161) of the Executive Law exempts State and Counties and officers thereof from fees of Clerk's - exception the case of actions on behalf of the NYS Higher Education Services Corp., to recover money due as a result of default of a student loan.

Size & type of paper, (CPLR 819)- Size not to exceed 8.5" x 14". Every printed portion thereof shall be plainly printed in not smaller than 8 point type. Special circumstances are also covered in this law.

## SCHEDULE OF FEES

(Fees Effective July 13, 2010)

**Saratoga County Clerk  
40 McMaster Street  
Ballston Spa, NY 12020**

**Phone: (518) 885-2213**

**Fax: (518) 884-4726**

**Article 80 - Civil Practice Law & Rules**

### Office Hours:

**Monday - Friday 8AM - 5PM**

**(Searching)**

**Monday - Friday 8AM - 4:15PM**

**(Recording Papers)**