

# SCHEDULE OF FEES

CPLR 8018-8021

Oneida County Clerk's Office  
800 Park Avenue  
Utica, New York 13501

## Phone Numbers

Mary Finegan,  
County Clerk . . . . . 315-798-5776

Lisa Weeks,  
First Deputy County Clerk . . . . .  
315-798-5791

Naturalization /Passports . . . . .  
315-798-5778

Map Room . . . . . 315-798-5799

Civil Action / Divorce . . 315-798-5795

Filing Information . . . . .  
315-798-5054 or 315-798-5075

Veterans Discharges . . . 315-798-5775

Mortgage / Transfer Tax 315-798-5792

## **IMPORTANT**

**Add \$20.00 cover page fee  
to all recorded documents.**

The cover page will be generated at  
the time of filing in our computer system.

### APOSTILLE

Certify Registrar's Signature with Official Form	\$ 5.00
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### BUSINESS CERTIFICATES (DBAs)

#### PARTNERSHIP OR INDIVIDUALS

Form (each)	\$ .65
File Certificate / Amended Certificate	\$ 25.00
File Discontinuance	No Fee
Certify a Prepared Copy	\$ 5.20

### CERTIFICATES

Issue Certificate of Appointment (official signature)	\$ 5.00
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### CERTIFYING DOCUMENTS

Other than cover by special law	\$ 5.00
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### CIVIL ACTIONS (Divorce / Criminal / Name Change)

Issuance of Index Number	\$ 210.00
Foreclosure Residential	\$ 400.00
Third Party Summons	\$ 210.00
Request for Judicial Intervention (RJI)	\$ 95.00
Note of Issue	\$ 30.00
Jury Demand	\$ 65.00
Notice of Appeal	\$ 65.00
Dissolution of Marriage Certificate	\$ 5.00
Separation Agreements	\$ 35.00
Motion / cross motion / Order to Show Cause	\$ 45.00
Certificate of Divorce (Dissolution of Marriage)	\$ 5.00
Stipulation of Settlement or Voluntary Discontinuance	\$ 35.00

### COPIES

Of recorded and filed documents	\$ 1.30
Minimum of .65 per page	
To prepare and certify a copy	\$ 5.20
Minimum of \$1.30 per page	
Certified copies	\$ 5.00
Map copy	\$ 5.00

### FAXED DOCUMENTS

Per page	\$ 1.00
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### JUDGMENTS / EXECUTIONS

Docket and enter, taxing costs (Judge ordered / defaced)	\$ 45.00
Satisfaction of Judgment	No Fee
Transcript of Judgment	
Filing	\$ 10.00
Issue a Transcript	\$ 5.00
<b>Certificate of:</b>	
Disposition, cancellation or assignment:	
To file / issue	\$ 5.00
Exemplified Judgment	\$ 15.00
Income Execution	\$ 5.00

### LIENS

File and record cover page	\$ 20.00
Cancel	No Fee
<b>Building and Loan Agreement:</b>	
Filing Fee for Original or Amendment	\$ 25.00
Discharge	No Fee
Common Charge Lien, filing	\$ 5.00
<b>Crime Victim Liens, Hospital Liens &amp; State Tax Liens:</b>	Court Determined
Federal Tax Lien	\$ 40.00
Lis Pendens (Record & Amend includes Cover Page)	\$ 55.00
Plus .50 cents per notation	
<b>Mechanics Lien:</b>	
Filing	\$ 15.00
Discharge	No Fee
Affidavit of Service	\$ 5.00
Order to Continue	No Fee
Satisfaction or Cancel	No Fee
Notice of Lending Filing	\$ 15.00
Public Welfare Lien	No Fee
Surety Bond	\$ 5.00

**MORTGAGES**

Record (including recording page)	\$ 45.00
<b>MORTGAGE TAX</b>	
If a bank, credit union, or lending agency is involved, they pay 1/4% and the borrower pays 3/4%	\$ 45.00
Assignment (including recording page)	
Consolidation, Extension, Modification, Subordination Agreements, etc.	\$ 45.00
Affidavits: 1 Original	\$ 5.00
Discharge (including recording page)	\$ 45.00
Plus \$25.00 Consolidation / each add'l mortgage	\$ 45.00
Release Part of Mortgaged Premises (including recording page)	\$ 45.00
Notation Fee	\$ .50

**NOTARY PUBLIC**

File Certificate of Appointment / Renewal	\$ 60.00
Certificate authenticating notary	\$ 5.00
File Certificate of official character (for registration in multiple counties)	\$ 10.00
Issue Certificate of official character	\$ 5.00

**OATH OF OFFICE**

Oath for Commissioner of Deeds	\$ 10.00
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**PASSPORTS**

Adults 16 years and older	\$ 130.00
Children 15 years and under	\$ 100.00
Expedited Fee	\$ 60.00
Local Fees:	
Acceptance Fee	\$ 35.00
Passports Photos	\$ 15.00

**Commissioner of Deeds  
authenticates notarial documents  
within their approved city limits.**

**REAL ESTATE**

Deeds: Record	\$ 45.00
Plus \$5.00 per printed side of each page	
Plus .50 per notation	
<b>Leases, Easements, Power of Attorney, Release of Lien of Estate Tax</b>	
Record	\$ 45.00
Plus \$5.00 per printed side of each page	
Release of Oil and Gas Lease	\$ 45.00
<b>Transfer Tax Return (TP584)</b>	
One original	\$ 5.00
The rate is \$5.00 per \$1,000.	
<b>Real Property Transfer Report (RP5217)</b>	
Residential	\$ 125.00
Commercial / Vacant Land	\$ 250.00
Small Claims assessment review	\$ 30.00
Miscellaneous filing	\$ 5.00
Notation Fee	\$ .50

**SEARCHES**

Divorce Search	\$ 10.00
Criminal Search	\$ 10.00
Land Search	\$ 10.00
UCC Search	\$ 25.00
Veteran Search	No Fee
Genealogy Searches: \$1.30 per page	
\$5.00 true and exact transcript	

**SURVEY MAPS**

Filing - Electronic or Hard Copy	\$ 10.00
Subdivision maps with 5 or more lots require Health Department Seal	
Copies	\$ 5.00
Certified Copy Additional	\$ 5.00

**UCC UNIFORM COMMERCIAL CODE**

UCC-1 Original Financing Statement with Addendum	\$ 40.00
UCC-3 Amendment - Continue, Assign or Terminate with Addendum	\$ 40.00

**CLERK'S OFFICE****ONEIDA COUNTY  
NEW YORK****SCHEDULE OF FEES****Mary Finegan  
County Clerk****Effective: March 2023**