

County Clerk Offices

Administration/County Clerk	291-2690
Certified Copies	291-3074
Court Papers/Court Calls	291-3083
File Room	291-3086
Indexing	291-3078
Land Records	291-3071
Map Room/Subdivision Maps	291-3084
Passports/Naturalization	291-2699
Pistol Permits	291-3060
Recording Documents	291-3062
Record Room	291-3074
Uniform Commercial Code	291-3062
Orange County Web Site	www.orangecountygov.com

Subdivision Maps

After a subdivision map is approved by a town or city planning board, it **MUST** be filed in the Clerk's Office.

We urge you to check the filing requirements of the County Clerk's Office that have been mandated by the state and local governments.

The planning board office in the city or town where the land is located can supply you with a list of these requirements, or call 291-3084.

Legible Copies

Whenever a paper or document, presented to a County Clerk for filing or recording is not legible or otherwise suitable for scanning or recording by the 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.

OFFICE HOURS
Monday – Friday
9:00 AM – 5:00 PM
EXTENDED PASSPORT HOURS
Wednesday Evenings Only
5:00 PM – 7:30 PM

SCHEDULE OF FEES

ORANGE COUNTY
CLERK'S OFFICE

DONNA L. BENSON
County Clerk



Orange County Clerk's Office
255 Main Street
Goshen, New York 10924-1697

ASSIGNMENT OF MORTGAGE, To Record	40.00
Plus Per Page	5.00
Plus Each Additional Mortgage	3.00
1 st Asst. Cross Reference	.50
ASSUMED BUSINESS NAME CERTIFICATE	25.00
Amendment	25.00
Certified Copy	5.00
Discontinuance	No Fee
BUILDING LOAN CONTRACT	25.00
To Discharge	No Fee
CENSUS CERTIFICATE Limited records 1800's – 1900's	5.00
CERTIFICATE (any except those covered under specific title)	5.00
CERTIFICATE OF DISSOLUTION OF MARRIAGE	5.00
CERTIFIED COPY	
Clerk Prepared, Per Page	1.25
Minimum	5.00
Client, Prepared, Per Page	.65
Minimum	5.20
Copy Fee for UCC or Notice of Federal Tax Lien	5.00
Certified Copy Fee for UCC or Notice of Federal Tax Lien	10.00
CHANGE OF NAME	
Index Number	210.00
RJI	No Fee
Order	40.00
Plus Per Page	5.00
Certificate of Compliance	5.00
DEED, To Record	40.00
Plus Per Page	5.00
Plus Each Cross Reference	.50
Equalization & Assessment Form (RP-5217) Residential	125.00
Equalization & Assessment Form (RP-5217) Commercial/Vacant land	250.00
TP-584	5.00
Receipt for Prepaid Tax	5.00
Community Preservation Fund Form (CPF)*	5.00
*(Must accompany land transactions with the Town of Warwick)	
DISCHARGE OF MORTGAGE, To Record (For the 1st mortgage)	40.00
Plus Per Page	5.00
Plus Each Referenced mortgage	.50
Plus Each Assignment	.50
Addt'l recording fees for each addt'l referenced mortgage	20.00
Addt'l recording fee per page for each addt'l referenced mortgage	5.00
EXECUTION, To File	No Fee
To Issue, Income or Property	5.00
To Issue Restraining Notice with Property Execution	22.00
EXEMPLIFICATION	10.00
FEDERAL TAX LIEN (file, Re-file, or Discharge)	40.00
FILING (Any instrument except in action or proceeding covered under specific title)	5.00
INDEX NUMBER	210.00
INDEX NUMBER- FORECLOSURE effective Sept. 1, 2010	400.00
INFANTS COMPROMISE	
Index Number	210.00
RJI	95.00
JURY DEMAND	65.00
LIS PENDENS, To File	35.00
Plus, Index Number Fee	210.00
Voluntary or by Stipulation	35.00
MAP, To File & Index, Per Page	10.00
Signed Copies - per Signature-(1 st signature is free)	3.00
Minimum Fee - copy per Page	9.00

MECHANICS LIEN, To File	15.00
Affidavit of Service (35 Days)	5.00
Discharge by Payment into Court	3.00
Satisfaction or Cancellation	No Fee
MORTGAGE, To Record	40.00
Plus Per Page	5.00
Plus Each Cross Reference	.50
253/255 Affidavit per page	5.00
MOTION/CROSS MOTION	45.00
NOTARY PUBLIC	
File & Index Renewal of Notary Public Commission	60.00
To Issue Certificate Official Character	5.00
Issue Certificate Authenticating Notary Act	3.00
NOTE OF ISSUE	30.00
With Jury Demand	95.00
NOTICE OF APPEAL	65.00
NOTICE OF FORECLOSURE	10.00
NOTICE OF ATTACHMENT	35.00
Plus Index Number Fee	210.00
NOTICE OF LENDING	15.00
PASSPORT – Under 16 Years of Age (Good for 5 Years)	80.00
16 Years of Age and Over (Good for 10 Years)	110.00
Processing Fee (All Ages)	25.00
Photos	10.00
Expedite Per Individual (Each)	60.00
Passport Card Adult	20.00
Passport Card Minor	15.00
PISTOL PERMIT	
Fingerprinting Fee	94.25
Paid when application is obtained (applied toward processing fee)	10.00
Amendments (EACH) for Plasticard	5.00
Amendments (EACH) for Paper amendments received	3.00
Duplicate License (Lost or Mutilated)	5.00
Dealer and/or Gunsmith (EACH)	10.00
Transfer within N.Y.S. Each County	5.00
POWER OF ATTORNEY, To Record	40.00
Plus Per Page	5.00
RECORDING (Any Instrument Except Those Covered Under Specific Title)	40.00
Plus Per Page	5.00
Plus Each Cross Reference	.50
REQUEST FOR JUDICIAL INTERVENTION (R.J.I.)	95.00
SATISFACTION OF JUDGMENT, To File	No Fee
To Issue A Transcript of Disposition	5.00
SEARCH, Each Name for Each 2 Year Period	5.00
SEPARATION AGREEMENT	5.00
SMALL CLAIMS ASSESSMENT REVIEW	30.00
STIPULATIONS OR VOLUNTARY DISCONTINUANCE	35.00
SUBPOENA DUCES TECUM, Production of Records	20.00
Plus \$.12 Per Mile Each Way, and Expenses	
TRANSCRIPT OF JUDGMENT, To File	10.00
To Issue	5.00
U.C.C. FILINGS, Attach to Real Estate	40.00
Copy Fee	5.00
Searches – UCC 11	25.00
Certified Copy of Any UCC	10.00
For Noting the File Number and Date of Filing & Hour of the Original Upon a Copy	1.50
Additional Stamped Copies	1.50
VETERANS (Anyone other than a veteran or family member requesting a copy)	2.50
Fees specified shall be paid a the time of filing and all signatures should be in black ink.	