

County Clerk Offices

Administration/County Clerk	291-2690
Certified Copies	291-3287
Court Papers/Court Calls	291-3286
File Room	291-3086
Indexing	291-3285
Land Records	291-3287
Map Room/Subdivision Maps	291-3084
Passports/Naturalization	291-2698
Pistol Permits	291-3060
Recording Documents	291-3292
Record Room	291-3287
Uniform Commercial Code	291-3292
Orange County Web Site	<a href="http://www.orangecountygov.com">www.orangecountygov.com</a>

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**

**\*Passports & Pistol Permits  
9:00 AM – 4:30 PM**

# SCHEDULE OF FEES

## ORANGE COUNTY CLERK'S OFFICE

**Kelly A. Eskew**  
County Clerk



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

<b>ASSIGNMENT OF MORTGAGE*</b> , To Record	45.00
Plus Per Page	5.00
Plus Each Additional Mortgage	3.00
1 <sup>st</sup> Asst. Cross Reference	.50
<b>BUSINESS NAME CERTIFICATE</b>	25.00
Amendment	25.00
Certified Copy	5.00
Form	3.00
<b>BUILDING LOAN CONTRACT</b>	25.00
To Discharge	No Fee
<b>CENSUS CERTIFICATE</b> Limited records 1800's – 1900's	5.00
<b>CERTIFICATE</b>	5.00
<b>CERTIFICATE OF DISSOLUTION OF MARRIAGE</b>	5.00
<b>CERTIFIED COPY</b>	
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
<b>CHANGE OF NAME</b>	
Index Number	210.00
RJI	No Fee
Order	40.00
Plus Per Page	5.00
Certificate of Compliance	5.00
<b>DEED*</b> , To Record	45.00
Plus Per Page	5.00
Plus Each Cross Reference	.50
Equalization & Assessment Form (RP-5217) Residential	125.00
Equalization & Assessment Form (RP-5217) Commercial/ <b>Vacant land</b>	250.00
TP-584	5.00
Receipt for Prepaid Tax	5.00
Community Preservation Fund Form (CPF)*(Land transactions with the Town of Warwick)	5.00
NYS Deed Fraud Letter	10.00
<b>DISCHARGE OF MORTGAGE*</b> , To Record (For the 1st mortgage)	45.00
Plus Per Page	5.00
Plus Each Referenced Mortgage	.50
Plus Each Assignment	.50
Add'l recording fees for each add'l referenced mortgage	20.00
Add'l recording fee per page for each add'l referenced mortgage	5.00
<b>EXECUTION</b> , To File	No Fee
To Issue, Income or Property	5.00
To Issue Restraining Notice with Property Execution	22.00
<b>EXEMPLIFICATION</b>	10.00
<b>FEDERAL TAX LIEN</b> (File, Re-file, or Discharge)	40.00
<b>FILING</b>	5.00
<b>INDEX NUMBER</b>	210.00
<b>INDEX NUMBER- FORECLOSURE</b> effective Sept. 1, 2010	400.00
<b>INFANTS COMPROMISE</b>	
Index Number	210.00
RJI	95.00
<b>JURY DEMAND</b>	65.00
<b>LIS PENDENS</b> , To File	35.00
Plus, Index Number Fee	210.00
Voluntary or by Stipulation	35.00
<b>MAP</b> , To File & Index, Per Page	10.00
Signed Copies - per Signature - (1 <sup>st</sup> signature is free)	3.00
Minimum Fee - copy per Page	9.00

<b>MECHANICS LIEN</b> , To File	15.00
Affidavit of Service (35 Days)	5.00
Discharge by Payment into Court	3.00
Satisfaction or Cancellation	No Fee
<b>MORTGAGE*</b> , Flat recording fee (includes computer generated County recording page)	45.00
Plus Per Page	5.00
Plus Each Cross Reference	.50
253/255 Affidavit per page	5.00
<b>MOTION/CROSS MOTION</b>	45.00
<b>NOTARY PUBLIC</b> –	10.00
File & Index Renewal of Notary Public Commission	60.00
To File Certificate of Official Character	10.00
To Issue Certificate Official Character	5.00
Issue Certificate Authenticating Notary Act	3.00
<b>NOTE OF ISSUE</b>	30.00
With Jury Demand	95.00
<b>NOTICE OF APPEAL</b>	65.00
<b>NOTICE OF FORECLOSURE</b>	10.00
<b>NOTICE OF ATTACHMENT</b>	35.00
Plus Index Number Fee	210.00
<b>NOTICE OF LENDING</b>	15.00
<b>PASSPORT</b> – Under 16 Years of Age (Good for 5 Years)	100.00
16 Years of Age and Over (Good for 10 Years)	130.00
Processing Fee (All Ages)	35.00
Photos	10.00
Expedite Per Individual (Each)	60.00
Passport Card Adult	30.00
Passport Card Minor	15.00
<b>PISTOL PERMIT</b>	
Fingerprinting Fee – Payable to Commissioner of Finance	99.75
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
<b>POWER OF ATTORNEY*</b> , To Record	45.00
Plus Per Page	5.00
<b>RECORDING*</b>	45.00
Plus Per Page	5.00
Plus Each Cross Reference	.50
<b>REQUEST FOR JUDICIAL INTERVENTION (R.J.I.)</b>	95.00
<b>SATISFACTION OF JUDGMENT</b> , To File	No Fee
To Issue A Transcript of Disposition	5.00
<b>SEARCH</b> , Each Name for Each 2 Year Period	5.00
<b>SEPARATION AGREEMENT</b>	5.00
<b>SMALL CLAIMS ASSESSMENT REVIEW</b>	30.00
<b>STIPULATIONS OR VOLUNTARY DISCONTINUANCE</b>	35.00
<b>SUBPOENA DUCES TECUM</b> , Production of Records	20.00
Plus \$ .12 Per Mile Each Way, and Expenses	
<b>TRANSCRIPT OF JUDGMENT</b> , To File	10.00
To Issue	5.00
<b>U.C.C. FILINGS</b> , 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
<b>VETERANS DD-214</b>	No Fee

\* Flat recording fee (includes \$5 computer generated County recording page)

**\*All payments are due at the time of filing and must be cash or check (Personal Checks over \$250 are not accepted) All signatures should be in black ink\***