

**UCC (Uniform Commercial Code)**  
**Effective April 1, 2003**

Filing UCC document - \$ 40.00  
(UCC-1, UCC-3 or UCC-5)  
\*Addendum Required

UCC Search fee - \$ 25.00  
(against one debtor)

Fed Tax Lien Search - \$ 25.00  
(against one debtor)

UCC copy fee - \$ 5.00  
(per document)

Fed Tax Lien Copy fee- \$ 5.00  
(per document)

UCC Certified Copy - \$ 10.00  
Fee

Fed Tax Lien Certified - \$ 10.00  
Copy Fee

**Passports** – Processed between the  
hours of 9:00 a.m. and  
4:00 p.m.

16 Years and Older - \$110.00  
15 Years and Younger- \$ 80.00  
Clerk Processing Fee - \$ 25.00  
Postage for Expedite \$ 15.00  
Expedite Service Fee - \$ 60.00  
Postage for Expedite \$ 20.66

**Passport Card**

16 Years and Older \$30.00  
15 Years and Younger \$15.00  
Execution Fee \$25.00

**A self-addressed, stamped  
envelope is required for  
return of all recorded  
documents.**

**Correct Mailing Address for  
Lewis County Clerk's Office:  
7660 North State Street  
Lowville, N.Y. 13367  
Phone: 315-376-5333  
Fax: 315-376-3768**

# SCHEDULE OF FEES



## LEWIS COUNTY CLERK'S OFFICE

**Linda D. Hoskins**  
*County Clerk*

Kathleen R. Bush  
*Deputy County Clerk*

*Revised*  
**January 1, 2017**

*Office Hours 8:30 am to 4:30 pm*  
**Pistols and Passports 9:00 am to 4:00 pm**

**RECORDING FEES**

Section 8018-8021 CPLR

Fees apply to Deeds, Mortgages, Discharges, Powers of Attorney, etc.

\$5.00/page plus Base Rate of \$45.00  
(Base Rate includes \$5.00 for cover page)  
Cover Page is Computer Generated  
by our office.

Extra Name charges  
\$.50 per surname if different from first listed

**TP-584 – Combined Real Estate Transfer Tax  
Return & Credit Line Mtg. Certificate - \$5.00**  
(must be filed with all Deeds)

**RP-5217 – Real Property Report Form -**  
**\$125.00** -- For Boxes 7A, 7B, 7E, or both 7G and 8  
**\$250.00** -- For all other boxes checked

**Real Estate Transfer Tax Stamps (Tax Law 1402,  
1403)**

Tax computed using base of \$4.00 per thousand on consideration paid for, or the net value of the real property conveyed.

\*No tax due on considerations of \$500.00 or less.

**Mortgage Tax (Tax Law 253-1-2(a) – 1%**  
Mortgage Tax ½ of 1% of total amount borrowed  
Local Tax ¼ of 1% of total amount borrowed  
PLUS  
Spec. Add Tax ¼ of 1% of total amount borrowed

Exempt Affidavit - \$5.00

**Assumed Names (DBA) /  
Corporations & Partnerships**

File Certificate - \$ 25.00  
Amend Certificate - \$ 25.00  
Discontinue - No Fee

**Building & Loan Agreements**

File Agreement - \$ 25.00  
Amend Agreement - \$ 25.00  
Discharge of Agree. - \$ 5.00

**Copies**

To Prepare (per page) - \$ .65  
To certify prepared copy - \$ 5.20  
Exemplified copy - \$10.00

**Civil & Matrimonial Actions  
(Supreme / County Court)**

SCARS Petition - \$ 30.00  
Index Numbers - \$210.00  
Foreclosure Index  
Number \$400.00  
RJI - \$ 95.00  
Note of Issue (if RJI - \$ 30.00  
Fee is paid)  
Jury Demand - \$ 65.00  
Motion Note of Issue - No Fee  
Notice of Appeal (civil)- \$ 65.00  
Cert. Of Dissolution - \$ 5.00  
Stipulation of Discont. - \$ 35.00  
Motions/Cross Motions - \$ 45.00

**Discharges**

Ordinary Recording Fees plus \$.50 cross reference fee.

- If more than one Mortgage is discharged, an additional \$13.50 will be charged for each additional mortgage that is discharged.

**Judgments**

Docket & Enter - No fee  
(covered by Index #)  
Assignments - No fee  
(covered by Index #)  
Satisfaction of - No fee  
(covered by Index #)  
File Transcript of  
Judgment - \$10.00  
Issue Transcript - \$ 5.00  
File Certificate of  
Disposition - \$ 1.00  
Issue Cert. Of Disposition- \$ 5.00  
Taxing Costs - No fee  
(covered by Index #)  
Default - \$45.00

**Mechanic Liens**

Filing Fee - \$15.00  
Notice or Order Continuing  
/Amending - No fee  
Affidavit of Service - \$ 5.00

**Notary Public**

Filing/Renewal - \$ 60.00  
Issue Cert. Of  
Official Character - \$ 5.00  
Authentication - \$ 3.00

**Notice of Lending**

Filing Fee - \$15.00  
Satisfaction of Notice  
Of Lending - No Fee

**Partial Releases**

Recording fees plus \$.50 cross reference  
Additional \$3.50 for each mortgage being  
released in excess of one.

**Search (Census and Criminal)**

Each Surname Searched - \$ 10.00

**Separation Agreement**

Filing Fee - \$ 5.00

**Lis Pendens**

File & Record (in - \$ 35.00  
Addition to Index #)  
Order, Stipulation of  
Affidavit Canceling No Fee

**Maps**

Filing Fee - \$ 10.00

Firearm licenses are processed between the hours of 9:00 a.m. and 4:00 p.m. **Submission of Application is processed by appointment only.** Amendments are processed anytime during these hours.

**Firearms License Fees**

Submission of Application	\$20.00
Amendment Form	\$ 3.00
Firearm Acquired	\$ 3.00
Firearm Disposed	\$ 3.00
License Copy	\$13.00
Transfer In	\$13.00
Transfer Out	\$ 5.00
Dealer License	\$10.00
Gunsmith License	\$10.00

**Sheriff's ID Card – Lewis County  
Resident Only**

Lewis County Resident \$10.00

(please call office for list of required documents)