

**POTTER COUNTY, TEXAS
FEE SCHEDULE EFFECTIVE October 1, 2009**

REAL PROPERTY RECORDS

RECORDING FEES: OFFICIAL PUBLIC RECORDS OF REAL PROPERTY: Ex: Deed, Deed of Trust, Mechanic's Lien, Release of Lien, Abstract of Judgment, Power of Attorney, Affidavit of Heirship, Estray, and similar instruments to be filed in accordance with Local Government Code Chapter 118.

FIRST PAGE..... \$16.00
 Second Page and each page thereafter \$ 4.00
 Each additional name to be indexed in excess of five (5) names \$.25
ANY INSTRUMENT RECORD IN TWO SEPARATE RECORDS WILL BE DOUBLE FILING FEE.

STATE TAX LIEN \$11.00
FEDERAL TAX LIENS OR RELEASE OF FEDERAL TAX LIENS \$21.00
ASSUMED NAME OR ABANDONMENT OF ASSUMED NAME (DBA) \$13.00
 Each additional name/signature of partner(s) \$.50
PLATS - Recordable Copy \$16.00
 Second Page and each page thereafter \$ 4.00
PLATS (18x24 or 24x36 are the only sizes accepted for filing) \$15.00
CATTLE BRAND(s) first location \$16.00
 for each additional location filed at same time \$ 5.00
OVERSIZED INSTRUMENTS - ex. Professional licenses - one(1) page \$17.00
WEIGHER OR WAREHOUSEMAN BOND (as of 9/1/09 please refer to Texas Department of Agriculture 1-800-835-5832)

INSTRUMENTS TO BE POSTED OR FILED WITH THE COUNTY CLERK - NOT RECORDED

**NOTICE OF FORECLOSURE/TRUSTEE SALE, PUBLIC MEETINGS/AGENDA,
 BUDGETS and NOTARY RECORDS**..... \$ 3.00

COPY CHARGES (NOT VITAL RECORDS OR UCC)

NON-CERTIFIED COPIES - Per page..... \$ 1.00
CERTIFIED COPIES - FLAT FEE FOR THE CERTIFICATION \$ 5.00
 Certification stamped and sealed on each page, PLUS AN ADDITIONAL CHARGE PER PAGE . \$ 1.00

CERTIFICATION OF FACT/CLERK'S CERTIFICATE \$ 5.00

COPIES OF FEDERAL TAX LIENS/CERTIFICATES/RELEASES

CERTIFICATE OF FACT - no copies..... \$10.00
SEARCH - no copies included, but requires CERTIFICATE OF FACT \$10.00
NON-CERTIFIED COPIES \$ 1.50
CERTIFIED COPIES - FLAT FEE FOR THE CERTIFICATION \$ 5.00
 PLUS AN ADDITIONAL CHARGE PER PAGE \$ 1.50

SEARCHES

THE ONLY PROPERTY RECORD SEARCH PERFORMED BY THIS OFFICE WILL BE FOR A FEDERAL TAX LIEN.

SEE BELOW FOR VITAL RECORDS SEARCHES AND FINANCING STATEMENTS.

VITAL RECORDS

POTTER COUNTY HAS LIMITED YEARS FOR BIRTH CERTIFICATES (November 1941 through May 1951, and delayed birth certificates), AND LIMITED YEARS FOR DEATH RECORDS (July 1941 through May 1951).

THE OFFICIAL STATE OF TEXAS REMOTE SITE FOR BIRTH AND DEATH RECORDS IS THE CITY OF AMARILLO - OFFICE OF VITAL STATISTICS. THE VS OFFICE TELEPHONE NUMBER IS 806.378.9344 OR INFORMATION MAY BE VIEWED AT www.ci.amarillo.tx.us.

BIRTH CERTIFICATE

SEARCH AND FIRST CERTIFIED COPY OF BIRTH CERTIFICATE \$23.00
An application (available on our website www.co.potter.tx.us or in our office) must be completed and an ID must be provided with the application

DEATH CERTIFICATE

SEARCH AND FIRST CERTIFIED COPY OF DEATH CERTIFICATE \$21.00
For each additional copy of a Death Certificate ordered at the same time as the first copy \$ 4.00

MARRIAGE LICENSE - Accepted form of payment - Cash Only or Visa/MasterCard/Discover/American Express with a 3% surcharge

ISSUANCE OF MARRIAGE LICENSE \$71.00
ISSUANCE OF DECLARATION OF INFORMAL MARRIAGE \$36.00

SEARCH AND CERTIFIED COPY FEES FOR MARRIAGE LICENSE

YEARS PRIOR TO JANUARY 1975 (includes search fee (1 page)) \$12.00
YEARS JANUARY 1975 – 1979 (2 pages) \$13.00
YEARS AFTER JANUARY 1980 \$ 8.00

MILITARY DISCHARGE - DD214

NO CHARGE FOR RECORDING. UP TO FIVE (5) CERTIFIED COPIES OF THE DD214 MAY BE OBTAINED AT ANY GIVEN TIME FOR NO CHARGE. THE PERSON REQUESTING THE COPY MUST COMPLETE AN APPLICATION, AVAILABLE IN OUR OFFICE, AND PRESENT AN ID TO THE CLERK BEFORE THE ISSUANCE OF A CERTIFIED COPY OF A DD214.

FINANCING STATEMENTS

UCC RECORDS

UCC Recorded in Real Property Records (first page) \$16.00
Each additional page \$ 4.00
UCC3 TERMINATIONS (two (2) pages or less) \$26.00
(Three (3) or more pages) \$41.00

SEARCHES FOR FINANCING STATEMENTS (Prior to July 2001) - FEE FOR EACH DEBTOR

UCC 11 - search only \$15.00
CERTIFIED COPY FLAT FEE \$10.00
PER PAGE FEE \$ 1.00
Example: One (1) page UCC certified copy = \$26.00
PLAIN COPY UCC - NON-CERTIFIED (Per page) \$.10