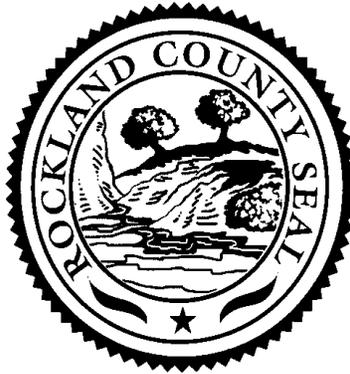


# Rockland County Clerk's Office



## Schedule of Fees

Revised 10/30/2015

**PAUL PIPERATO**

Rockland County Clerk

\* "Record and Return" must be written on every document to ensure a permanent record to whom the original document was returned. \*

\* A self addressed, stamped and appropriately sized envelope is required for any document or copy to be returned \*

## **Recording Fees**

### **Standard Recording Fee**

**\$45.00 plus \$5.00 per page**

CPLR §8021(a) 4

\* Includes Cover Sheet generated by County Clerk's Office. \*

### **Cross Reference**

**\$0.50 per cross reference**

CPLR §8021(a) 7

\* Most commonly used with assignments and discharges of mortgage, a cross reference refers to the act of marking a document with reference information from a newly recorded, related instrument. For example, when an assignment of mortgage is filed, the mortgage that is affected is marked with the book, page, date, and assignee of the assignment document. This enables anyone researching that mortgage to clearly see that it was assigned and where to find the assignment record. \*

### **Assignment of Mortgage**

CPLR §8021(a) 4 & 7

**Assigning one mortgage**

**\$45.00 plus \$5.00 per page,  
\$0.50 per cross reference, and**

**Assigning more than one mortgage**

1<sup>st</sup> mortgage

**\$45.00 plus \$5.00 per page,  
\$0.50 per cross reference, and**

Each additional mortgage

**\$3.00 per additional mortgage,**

**Assignment of Rents and Leases** \$45.00 plus \$5.00 per page

CPLR §8021(a) 4

\* Assignment has to be filed with either a Mortgage Tax Affidavit or a TP-584.

**Boundary Line Agreement** \$45.00 plus \$5.00 per page

CPLR §8021(a)

\* A TP-584 form needs to be filed with this agreement, each with a \$6.00 fee. \*

**Discharge of Mortgage**

CPLR §8021(a) 4 & 7

**Discharging one mortgage** \$45.00 plus \$5.00 per page,  
\$0.50 per cross reference, and

**Discharging more than one mortgage**

For every additional mortgage recited

1 page Sat - add \$30.50

2 page Sat - add \$35.50

3 page Sat - add \$40.50

**Mortgage Tax Affidavit** \$5.00 per affidavit

CPLR §8021(a) 1, Tax Law §255.2(a)

\* This fee applies whether the affidavit is on a separate sheet or printed on the face of the document. \*

**Mortgage Tax Rate** 1.3%

Tax Law §253 & §253-j

\* Tax is computed by rounding the amount secured to the nearest \$100.00. \*

Mortgagor ½ of 1% Basic Tax,  
.30 of 1% Additional Tax, and  
¼ of 1% Local Tax

Mortgagee: ¼ of 1% Special Additional Tax

**Release of Estate Tax Lien** \$45.00 plus \$5.00 per page

CPLR §8021(a) 4

**RP-5217** (Real Property Assessment Report)

Real Property Law §333.1-e

Claiming 7A, 7B, 7E, **both** 7G and 8, **or**

Classification code (item 18) 100 thru 199, 200 thru 299, or 411-C: \$125.00

All others \$250.00

<b><u>TP-584</u></b> (Capital Gains Tax Affidavit) CPLR §8021(a) 1, Tax Law §1409	\$6.00
<b><u>TP-584.1</u></b> (Supplemental Schedule) Tax Law §1409	No Fee
<b><u>Transfer Tax</u></b>	
Tax Law §1402(a) & §1448(h)	
<b>Standard</b> (New York State)	<b>\$2.00 per \$500.00</b>
Examples	
If purchase price is under \$500.00	No Tax Due
If purchase price is \$500.01 to \$1000.00	\$4.00
If purchase price is \$1001.01 to \$1500.00	\$6.00
If purchase price is \$1500.01 to \$2000.00	\$8.00

**Clerk of the Court Fees**

<b><u>Appeal of Town Justice Court</u></b> CPLR §8018(a) 4	No Fee
<b><u>Demand for Jury Trial:</u></b> CPLR §8020(c) 2	\$65.00
<b><u>Index Number</u></b>	
CPLR §8018(a)	
Foreclosure Action	\$400.00
All other Actions	\$210.00
<b><u>Motion / Cross Motion</u></b> CPLR §8020(a)	\$45.00
* A default judgment without an order from the court is a motion with a \$45.00 fee. *	
<b><u>Note of Issue</u></b> CPLR §8020(a)	\$30.00

<b><u>Notice of Appeal</u></b>	\$65.00
CPLR §8022(a)	
* Pre Calendar is required *	
<b><u>RJI</u></b>	\$95.00
CPLR §8020(a)	
<b><u>Stipulation of Settlement / Voluntary Discontinuance</u></b>	\$35.00
CPLR §8020(d) 2	

### **County Clerk Fees**

**Assumed Name and Partnership Agreements**

CPLR §8021(b) 2

\* New Corporation, Limited Partnership, and Limited Liability Company originals must be filed with the NYS Department of State. \*

To file certificate	\$25.00
To file amendment	\$25.00
To file discontinuance or dissolution:	No Fee

**Building and Loan Contract**

CPLR §8021(b) 10, Lien Law §22

To file contract	\$25.00
To file modification	\$25.00
To discharge	No Fee

**Certificates**

CPLR §8019(f) 3, §8021(c) 1, §8021(f) 8

**Court Records**

To certify: \$5.00 **plus** copy costs if necessary

**Records other than Court Records or UCC filings**

To prepare and certify \$1.25 **per page**, \$5.00 minimum

**UCC Filings**

To certify \$1.25 **per page**, \$5.00 minimum

\* Request must be on a form conforming to the standards prescribed by the Secretary of State. \*

**Copies**

CPLR §8019(f) 1 & 3, §8020(f) 2, §8021(a) 6, §8021(c) 7

Per page	\$0.50 <b>per page</b>
Certified Copy	\$1.25 <b>per page</b> (\$5.00 minimum)
Exemplified Copy	\$10.00
Highway Appropriation Maps	\$5.00 <b>per map</b> / \$10.00 <b>per map</b>
* Larger than average sized maps will be charged the \$10.00 fee. *	
Survey Maps:	\$5.00 <b>per map</b> / \$10.00 <b>per map</b>
* Larger than average sized maps will be charged the \$10.00 fee. *	

**Dissolution of Marriage**

CPLR §8021(b) 1

To file certificate	\$5.00
* The \$5.00 fee is required even in a “poor person application”. This certificate is a Department of Health paper and thus not applicable to the “poor person” exemption for court papers. *	

**Faxes**

To send or receive	\$5.00 (1st 4 pages) \$1.00 for each additional page
--------------------	---

**Federal Tax Lien**

Lien Law §243, Executive Law §96-a

To file	\$40.00
To discharge	\$40.00
Search for liens	\$25.00

**Filing**

§8021(a) 1, §8021(b) 1

* For any document required or permitted to be filed, but not expressly outlined elsewhere. *	
Any document without an index number	\$5.00

**Hospital Lien**

CPLR §8021(b) 6

To file notice	\$5.00
To file satisfaction, modification, assignment	No Fee

**Judgments**

CPLR §8018(d) 1, 3 & 5, §8021(b) 7, §8021(c) 1, 2, & 3

To file transcript	\$10.00
To file satisfaction, amendment, or assignment	No Fee
To issue certificate of disposition	\$5.00
To issue transcript	\$5.00
To issue execution	\$5.00
To docket execution satisfied, unsatisfied or part satisfied	No Fee
To discharge by deposit with clerk of the court:	\$3.00
To docket under index number	No Fee
To issue exemplified judgment	\$15.00
To file foreign judgment	\$210.00

**Lis Pendens (Notice of Pendency)**

CPLR §8018(a) 3, §8018(d) 6, §8021(a) 10

To file	\$35.00
To file an amended notice of pendency	\$35.00
To continue or cancel	No Fee

**Maps**

CPLR §8021(a) 2

To file a survey map or subdivision map	\$10.00
---	---------

\* Mylar original must be accompanied by a paper copy. \*

**Mechanics Lien**

CPLR §8021(b) 1 & 4

To file notice	\$15.00
To file continuation, amendment or cancellation	No Fee
To file affidavit of service	\$5.00 <b>per affidavit</b>

**Notary Public**

CPLR §8021(b) 8, §8021(c) 4 & 5

To file an oath (renewal)	\$60.00
To file and index certificate of appointment:	\$10.00
To issue certificate of appointment	\$5.00
To issue certificate of authentication	\$3.00

**Notice of Assignment**

CPLR §8021(b) 9

To file assignment	\$25.00
To continue, amend, or cancel	No Fee

**Notice of Attachment against Real Property**

CPLR §8018(a) 3, §8018(d) 6, §8021(a) 10

To file notice	\$35.00
To file an amended notice of attachment	\$35.00
To continue or cancel	No Fee

**Notice of Foreclosure**

CPLR §8021(a) 3

To affix and index	\$10.00
--------------------	---------

**Notice of Lending**

CPLR §8021(b) 4

To file notice	\$15.00
To file continuation, amendment, or cancellation	No Fee

**Oaths and Bonds**

CPLR §8021(b) 1, §8021(c) 9

To file an oath of office or certificate of appointment	No Fee
To file a public official undertaking	No Fee
To discharge a public official undertaking	No Fee

**Photos**

\* For Passports and other IDs.

2 photos (minimum)	\$15.00
--------------------	---------

**Searches**

CPLR §8020(g)

Civil Court search	\$5.00 per name per 2 year period
--------------------	-----------------------------------

\* Requests by mail only.

**Separation Agreement**

CPLR §8021(b) 1

To file Memorandum of Separation	\$5.00
To file certificate of Pre Nuptial Agreement	\$5.00

**Small Claims Assessment Review**

CPLR §8021(a) 1, Real Property Tax Law §730-3

\* An original plus two photocopies need to be filed \*

\$30.00

**UCC – Uniform Commercial Code**

CPLR §8021(f)

\* Forms with or without attachments are charged the same fee. \*

<b>UCC-1 Original Financing Statement</b>	\$40.00
<b>UCC-3 Amendment</b>	\$40.00
<b>UCC-3 Assignment</b>	\$40.00
<b>UCC-3 Continuation Statement</b>	\$40.00
<b>UCC-3 Release</b>	\$40.00
<b>UCC-3 Termination</b>	\$40.00
<b>UCC-11 Search</b>	\$25.00
<b>Copies</b>	\$5.00

**Wage Assignment**

CPLR §8021(b) 3

To file wage assignment	\$5.00
To satisfy, assign, or cancel wage assignment:	No Fee

**Passport Fees**

\* Passports require two checks as the passport fee and execution fee are paid to different places. \*

**Passport Book**

Adults (16 yrs of age or over)

Passport Fee	\$110.00
Execution of Application	\$25.00

Children (15 yrs of age and under)

Passport Fee	\$80.00
Execution of Application	\$25.00

**Passport Card**

Adults (16 yrs of age or older)

Passport Fee	\$30.00
--------------	---------

Rockland County Clerk Schedule of Fees - Revised October, 2015

- 10 -

Execution of Application	\$25.00
Children (15 yrs of age and under)	
Passport Fee:	\$15.00
Execution of Application	\$25.00

**Passport Book and Card**

Adults (16 yrs of age or older)	
Passport Fee:	\$140.00
Execution of Application	\$25.00
Children (15 yrs of age and under)	
Passport Fee	\$95.00
Execution of Application	\$25.00

**Expedited Service**

\$60.00 per application

\* For Passport Books Only \*

**File Search Fee**

\$150.00

**Overnight Delivery**

\$14.85

**Pistol Permit Fees**

**Gun Dealer License**

\* Renewable every 2 years

Gun Dealer License	\$150.00
Gun Dealer Renewal	\$150.00

**Gunsmith License**

\* Renewable every 2 years

Gunsmith License	\$150.00
Gunsmith Renewal	\$150.00

**Pistol Permits**

New Application (non-police)	\$150.00
New Application (police)	\$94.25

Please note: \$94.25 of each new application fee is sent (by the Rockland County Clerk) directly to the NYS Division of Criminal Justice Services for fingerprinting.

Amendments:	\$5.00 <b><u>per change</u></b>
Duplicate Permit	\$5.00
Transfer Permits - Into County	\$5.00
Transfer Permits - Out of County	\$5.00

Transfer permit fees must be paid by two \$5.00 checks (one made payable to "Rockland County Clerk" and one made payable to the other county.)

**Purchase Coupon Policy**

\* NIC checks are no longer done by the County Clerk's Office. \*

Purchase coupons are issued when a permit holder comes into the office with a bill of sale for a weapon they want to purchase. If the weapon is being bought from a dealer, the bill of sale must include the name and address of that dealer. If the weapon is being bought from an individual, the bill of sale must include the seller's name, address, and pistol permit number. The new weapon will be put on the buyer's pistol permit and a purchase coupon will be generated. This purchase coupon will include the weapon information and have the county seal on it. This coupon will allow the buyer to legally pick up the weapon. A permit holder selling a weapon must receive a purchase coupon, with the weapon information and county seal on it, before giving the weapon to the buyer. This coupon will be needed to remove the weapon from the seller's pistol permit.