

**FEE SCHEDULE**

**Effective Date January 1, 2024**

**Upshur County Clerk**

**Terri Ross**

**100 Tyler Street, Gilmer, TX 75644**

**(903) 843-4015**

Property records can be searched online by going to [www.countyofupshur.com](http://www.countyofupshur.com) and hitting the tab Search County Clerk Records and click to continue to County Clerk Records

LGC: Local Government Code PC: Property Code TxBCC: Texas Business & Commerce Code Tx AgC: Texas Agriculture Code  
TAC: Texas Administrative Code HSC: Health & Safety Code GC: Texas Government Code FC: Texas Family Code

Real Property Recording, Utility Security Instrument/Name Change or Merger	County Code	Statute	Amount
Recording Fee (first page)	100-350-3502	LGC § 118.011	\$ 5.00
Records Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Records Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
<b>TOTAL (first page)</b>			<b>25.00</b>
Each additional page or part on which there are <u>visible marks of any kind</u>	100-350-3502	LGC § 118.011(a)(1)	\$ 4.00
Each additional name to be indexed in excess of five (5)	100-350-3502	LGC § 118.011(a)(2)	\$ .25
Missing Grantee's address	100-350-3502	P.C. 11.003(a)(2)	\$ 25.00
The County Clerk's office requests a minimum of 1" at the top of the first page and 4" at the bottom of the last page for recording purposes. For filing requirements and additional fees that may be charged, please review the following statutes: Texas Property Code 11.003, 12.001(b), 12.011; Local Government Code 191.007			
<b>Federal Tax Lien Release of Lien</b>			
Recording Fee	100-350-3502	PC § 14.005	\$ 10.00
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
<b>TOTAL</b>			<b>30.00</b>
<b>State Tax Lien Release of Lien</b>			
Recording Fee	100-350-3502	LGC § 118.011	\$ 5.00
Records Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
<b>TOTAL (first page)</b>			<b>15.00</b>
<b>Hospital Lien Release of Lien</b>			
Recording Fee	100-350-3502	LGC § 118.011	\$ 5.00
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
<b>TOTAL</b>			<b>25.00</b>
<b>PLATS/MAPS (MUST BE APPROVED THROUGH COMMISSIONER'S COURT)</b>			
Recording Fee	100-350-3502	LGC § 118.011(c)	\$ 30.00
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
<b>TOTAL</b>			<b>50.00</b>
<b>PLAT COPIES</b>			
Certified Copies	100-350-3502	(one page)	\$ 6.00
		Each additional page	\$ 1.00
Uncertified Copies (plain copies)	100-350-3502	(one page)	\$ 1.00
		Each additional page	\$ 1.00
<b>UCC</b>			
Recording Fee	100-350-3502	TX BCC § 9.525	\$ 15.00 for Two pages or less, \$ 30.00 for Three pages or more
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
<b>TOTAL</b>			<b>\$ 35.00 Or \$ 50.00</b>
<b>UCC-1 and UCC-3 are accepted for filing in the Real Property Records if the collateral is timber, mineral, oil, gas</b>			
<b>Which filing office is the correct place to file? A or B</b>			
A. County Clerk for the filing or recording of a mortgage on the related real property if: <ol style="list-style-type: none"> <li>1. the collateral is as-extracted collateral or timber to be cut, or</li> <li>2. the financing statement is filed as a fixture filing and the collateral is goods that are or are to become fixtures; or</li> </ol>			
B. The Texas Secretary of State in all other cases.			

<b>ASSUMED NAME CERTIFICATE (includes indexing of 2 names Business name &amp; 1 Owner Name)</b>			
Recording Fee	100-350-3502	TxBCC § 71.155(a)(1)(2)	2.00
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
		<b>TOTAL</b>	<b>22.00</b>
<i>Each Additional Name indexed</i>	100-350-3502	TxBCC § 71.115(a)(2)	\$ .50
<b>Assumed Name Abandonment (includes indexing of 2 names Business name &amp; 1 Owner Name)</b>			
Recording Fee	100-350-3502	TxBCC § 71.155	2.00
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
		<b>TOTAL</b>	<b>22.00</b>
<i>EACH ADDITIONAL NAME INDEXED</i>	CC		\$ .50
<b>Assumed Name Copies</b>			
<b>Certified Copies</b>	100-350-3502		\$ 6.00
<b>Uncertified Copies (plain copy)</b>	100-350-3502		\$ 1.00
<b>POSTING PUBLIC NOTICES: Including Open Meeting Notices</b>			
Recording Fee	100-350-3502	PC § 51.002(f); LGC § 118.011(c)	\$ 2.00
		<b>TOTAL</b>	<b>2.00</b>
<b>POSTING TRUSTEE/FORECLOSURE SALE NOTICES</b>			
Recording Fee	100-350-3502	PC § 51.002(f); LGC § 118.011(c)	\$ 2.00
		<b>TOTAL</b>	<b>2.00</b>
<b>Notice of Foreclosure/Trustee Sales may be viewed at <a href="http://www.countyofupshur.com">http://www.countyofupshur.com</a></b>			
<b><i>Recording of Trustee/Foreclosure Sale Notices in the Property Records will be charged regular recording fees of \$25.00 for the 1<sup>st</sup> page and \$4.00 each additional page</i></b>			
<b>CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP</b>			
Recording Fee (one brand/one location)	100-350-3502	LGC § 118.011(a)(9); 118.020	\$ 5.00
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
		<b>TOTAL</b>	<b>25.00</b>
<i>Each Additional Brand Location</i>	100-350-3502	Recorded at the same time only	\$ 5.00
<b>ALCOHOL PERMIT</b>			
Clerk's certification fee	100-350-3502	LGC § 118.011(a)(3)	\$ 5.00
<b>Protest Hearing fee</b>	<b>Must be paid by applicant prior to the Hearing Date/Time</b>	TABC 61.31(c)	\$ 25.00
<b>MILITARY DISCHARGE (DD214)</b>			
FILING		LGC § 192.002(b)	No Charge
CERTIFIED COPY		TGC § 603.003(a)	No Charge
<b><i>Thank you for your service!</i></b>			
<b>BIRTH CERTIFICATES: If Born outside Upshur County-available on short form only. Only Texas Birth Certificates available</b>			
Search/Certificate/County Clerk Fee		LGC 118.015(a), TAC § 181.22, HSC 191.0045	\$ 22.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
		<b>TOTAL</b>	<b>\$ 23.00</b>



<b>DEATH CERTIFICATES-Upshur County only</b>			
Search/Certificate/County Clerk Fee		LGC 118.015(a),TAC § 181.22(b)(s),HSC 191.0045	\$ 20.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
		<b>TOTAL</b>	<b>\$ 21.00</b>
<b>Each Additional Copy</b>			
County Clerk Fee		HSC § 191.0045	\$ 4.00
		<b>TOTAL</b>	<b>\$ 4.00</b>
<b>DECLARATION &amp; REGISTRATION OF INFORMAL MARRIAGE LICENSE</b>			
License Fee		LGC § 118.011(a)(8)	\$ 25.00
Records Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Records Archive Fee	225-350-3550	LGC § 118.011(f)	\$ 10.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
<i>No waiting period. Proxy and/or Absent Applicant not accepted.</i>			<b>TOTAL 46.00</b>
For information regarding a marriage by proxy, absent applicant, marriage to an incarcerated person, marriage of deployed soldier, soldier deploying to hostile zone or marriage of a person less than 18 years of age, please contact the County Clerk's Office for regulations and requirements.			
TX Family Code 2.204: The 72 hour waiting period from the date/time the license is issued may only be waived by Court Order issued by a Judge of a court with jurisdiction in family law cases, a Justice of the Supreme Court, Judge of the Court of Criminal Appeals, County Judge, Judge of a Court of Appeals, or an associate judge appointed under Chapter 201 and Chapter 54A, Government Code, or a Justice of the Peace unless an applicant is a member of the Armed Forces of the United States and is Active Duty or by providing a Certificate of Completion of the Texas Premarital Education Course			
<b>MARRIAGE LICENSE without Texas Premarital Education Certificate</b>			
License Fee		LGC § 118.011(a)(7)	\$ 60.00
Records Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Records Archive Fee	225-350-3550	LGC § 118.011(f)	\$ 10.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
72 hour waiting period from date/time of application before the license can be used.			<b>TOTAL 81.00</b>
<b>MARRIAGE LICENSE with Texas Premarital Education Certificate</b>			
License Fee		LGC § 118.011(a)(7)	\$ <i>waived</i>
Records Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Records Archive Fee	225-350-3550	LGC § 118.011(f)	\$ 10.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
72 hour waiting period is waived.			<b>TOTAL 21.00</b>
<b>CERTIFIED COPY of MARRIAGE LICENSE: Upshur County Records Only</b>			
Marriage License Copy	100-350-3502	LGC 118.011(a)(4)	\$ 1.00
Clerk's Certification	100-350-3502	LGC 118.011(a)(3)	\$ 5.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
		<b>TOTAL</b>	<b>\$ 7.00</b>
<b>Affidavit for Correction to a Marriage License</b>		<b>FC 2.209(c)</b>	<b>Must be signed by both parties and notarized</b>
<b>Copy/Certificate of Fact: this does not include copies of vital records</b>			
Plain	COPY	LGC § 118.011(a)(3)	\$1.00 per page
Certified	CERT	LGC § 118.011(a)(4)	\$5.00 + \$1.00 per page
Authenticated copies (Clerk certifies twice)	CERT	LGC§ 118.011(a)(3), 118.011(a)(4)	\$7.00 + \$1.00 per page
Certificate of Fact: Criminal/Civil/Probate	CERT	§ 118.011(a)(4)	\$5.00