

FEE SCHEDULE
Effective Date June 1, 2018
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 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			
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
Courthouse Security	200-350-3536	LGC §291.008(d)	\$ 1.00
TOTAL (first page)			\$ 26.00
Each additional page or part on which there are <i>visible marks of any kind</i>	100-350-3502	LGC §118.011(a)(1)	\$ 4.00
<i>Each additional name to be indexed in excess of five (5)</i>	100-350-3502	LGC §118.011(a)(2)	\$.25
<i>Missing Grantee's address</i>	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			
Federal Tax Lien/Release of Lien			
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
Courthouse Security	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 31.00
State Tax Lien/Release of Lien			
Recording Fee	100-350-3502	LGC §118.011	\$ 5.00
Records Management	224-350-3534	LGC §118.011(b)(2)	\$ 10.00
Courthouse Security	200-350-3536	LGC §291.008(d)	\$ 1.00
TOTAL (first page)			\$ 16.00
Hospital Lien/Release of Lien			
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
Courthouse Security	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 26.00
PLATS/MAPS (MUST BE APPROVED THROUGH COMMISSIONER'S COURT)			
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
Courthouse Security	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 51.00
PLAT COPIES			
Certified Copies	100-350-3502	(one page)	\$ 6.00
		<i>Each</i> additional page	\$ 1.00
Uncertified Copies (plain copies)	100-350-3502	(one page)	\$ 1.00
		<i>Each</i> additional page	\$ 1.00
UCC			
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
Courthouse Security	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 36.00 Or \$ 51.00

UCC-1 and UCC-3 are accepted for filing in the Real Property Records if the collateral is timber, mineral, oil, gas			
Which filing office is the correct place to file? A or B			
A. County Clerk for the filing or recording of a mortgage on the related real property if:			
1. the collateral is as-extracted collateral or timber to be cut; or			
2. the financing statement is filed as a fixture filing and the collateral is goods that are or are to become fixtures; or			
B. The Texas Secretary of State in all other cases.			
ASSUMED NAME CERTIFICATE (includes indexing of 2 names: Business name & 1 Owner Name)			
Recording Fee	100-350-3502	TxBCC § 71.155(a)(1)(2)	\$ 3.00
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
Courthouse Security	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 24.00
<i>Each Additional Name indexed</i>	100-350-3502	TxBCC § 71.115(a)(2)	\$.50
Assumed Name Abandonment (includes indexing of 2 names: Business name & 1 Owner Name)			
Recording Fee	100-350-3502	TxBCC § 71.155	\$ 3.00
Record Management	224-350-3534	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	225-350-3550	LGC § 118.011(f)	\$ 10.00
Courthouse Security	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 24.00
<i>EACH ADDITIONAL NAME INDEXED</i>	CC		\$.50
Assumed Name Copies			
Certified Copies	100-350-3502		\$ 6.00
Uncertified Copies (plain copy)	100-350-3502		\$ 1.00
POSTING PUBLIC NOTICES: Including Open Meeting Notices			
Recording Fee	100-350-3502	PC § 51.002(f); LGC § 118.011(c)	\$ 2.00
Courthouse Security Fee	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 3.00
POSTING TRUSTEE/FORECLOSURE SALE NOTICES			
Recording Fee	100-350-3502	PC § 51.002(f); LGC § 118.011(c)	\$ 4.00
Courthouse Security Fee	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 5.00
Recording of Trustee/Foreclosure Sale Notices in the Property Records will be charged regular recording fees of \$26.00 for the 1st page and \$4.00 each additional page			
CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP			
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
Courthouse Security	200-350-3536	LGC § 291.008(d)	\$ 1.00
TOTAL			\$ 26.00
<i>Each Additional Brand Location</i>	100-350-3502	Recorded at the same time only	\$ 5.00
ALCOHOL PERMIT			
Clerk's certification fee	100-350-3502	LGC § 118.011(a)(3)	\$ 5.00
Protest Hearing fee	Must be paid by applicant prior to the Hearing Date/Time	TABC 61.31(c)	\$ 25.00
MILITARY DISCHARGE (DD214)			
FILING		LGC § 192.002(b)	No Charge
CERTIFIED COPY		TGC § 603.003(a)	No Charge
<i>Thank you for your service!</i>			
BIRTH CERTIFICATES: If Born outside Upshur County-available on short form only. Only Texas Birth Certificates available			
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
TOTAL			\$ 23.00

DEATH CERTIFICATES-Upshur County only			
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
TOTAL			\$ 21.00
Each Additional Copy			
<i>Ordered at the same time</i>			
County Clerk Fee		HSC § 191.0045	\$ 4.00
TOTAL			\$ 4.00
DECLARATION & REGISTRATION OF INFORMAL MARRIAGE LICENSE			
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
Courthouse Security Fee	200-350-3536	LGC § 291.008(d)	\$ 1.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
TOTAL			\$ 47.00
<i>No waiting period. Proxy and/or Absent Applicant not accepted.</i>			
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, or Judge of a Court of Appeals 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			
MARRIAGE LICENSE without Texas Premarital Education Certificate			
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
Courthouse Security Fee	200-350-3536	LGC § 291.008(d)	\$ 1.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
72 hour waiting period from date/time of application before the license can be used. TOTAL			\$ 82.00
MARRIAGE LICENSE with Texas Premarital Education Certificate			
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
Courthouse Security Fee	200-350-3536	LGC § 291.008(d)	\$ 1.00
Vital Statistics Preservation Fee		HSC § 191.0045	\$ 1.00
72 hour waiting period is waived. TOTAL			\$ 22.00
CERTIFIED COPY of MARRIAGE LICENSE: Upshur County Records Only			
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
TOTAL			\$ 7.00
Affidavit for Correction to a Marriage License	FC 2.209(c)	Must be signed by both parties and notarized	No Fee
<u>Copy/Certificate of Fact: this does not include copies of vital records</u>			
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	LGC § 118.011(a)(4)	\$5.00

