

## HOW TO REACH US

**County Clerk**  
**Joseph A. Jastrzemski**  
716-439-7022

**First Deputy County Clerk**  
**Wendy J. Roberson**  
716-439-7022

**Recording Desk**  
716-439-7022

**File Room**  
716-439-7029

**Search Department**  
716-439-7031

**Pistol Permit**  
716-439-7122

**Real Property**  
716-439-7077

**MAILING ADDRESS**  
**P.O. Box 461**  
**Lockport, NY 14095-0461**  
**OFFICE HOURS**  
**9 a.m. - 5 p.m.**  
**RECORDING HOURS**  
**9:30 a.m. - 4:30 p.m.**  
**Telephone: 716-439-7022**  
**Fax: 716-439-7066**

**INTERNET OFFICE**  
**General Information**  
**[www.niagaracounty.com](http://www.niagaracounty.com)**

**Land & Court Records**  
**[www.searchiqs.com](http://www.searchiqs.com)**

## MORTGAGE RECORDING TAX

### SINGLE OR DOUBLE DWELLING

Mortgagor - 1/2 of 1% for first \$10,000  
or total amount secured, 3/4 of 1% of  
everything over \$10,000

Mortgagee - 1/4 of 1% of the total amount  
secured

*One or two family dwelling statement must appear on  
the mortgage*

### MULTIPLE DWELLINGS (3-6 RESIDENCES)

Mortgagor - 3/4 of 1% of total amount secured  
Mortgagee - 1/4 of 1% of total amount secured

### MORE THAN 6 RESIDENTIAL DWELLING OR ALL COMMERCIAL OR VACANT LAND

1% of the total amount secured all payable  
by the mortgagor

#### NOTE:

*Total amount secured is rounded off to the nearest hundred*

## DEPARTMENT OF MOTOR VEHICLES

### THREE CONVENIENT LOCATIONS

Lockport:	438-4000	111 Main Street
Niagara Falls:	278-1970	Trott Access Center 1001 11 <sup>th</sup> St.
North Tonawanda:	743-4500	500 Wheatfield St.

#### BRANCH HOURS

All branches are open Monday - Friday  
9:00 a.m. - 4:30 p.m.

#### EVENING HOURS

**4:30 p.m. - 6:30 p.m.**

**TUESDAY:** NORTH TONAWANDA BRANCH  
**WEDNESDAY:** NIAGARA FALLS BRANCH  
**THURSDAY:** LOCKPORT BRANCH

# NIAGARA COUNTY CLERK'S OFFICE



# FEE SCHEDULE



**Joseph A. Jastrzemski**  
**NIAGARA**  
**COUNTY CLERK**

**BUSINESS CERTIFICATES****ASSUMED NAME OR PARTNERSHIP**

File Certificate/Amend	25.00
File Discontinuance	No Fee
File Incorporation Papers	25.00
File Add'l Corp Papers	5.00
Forms	1.00

**CIVIL ACTIONS**

Issuance of Index Number	210.00
Third Party Index Number	210.00
Foreclosure Index Number	400.00
Request for Judicial Intervention	95.00
Note of Issue	30.00
Jury Demand	65.00
Notice of Appeal	65.00
Dissolution of Marriage	5.00
Separation Agreement	5.00
Motion or Cross Motion	45.00
Small Claims Assessment Review	30.00
Stipulation of Settlement or Voluntary discontinuance	35.00
Trial De Novo	75.00

**COMMISSIONER OF DEEDS**

File Certificate of Appointment	10.00
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**COPIES**

To prepare each record — per page	.65
Minimum	1.30
To certify prepared record — per page	1.25
Minimum	5.20
To prepare and certify — per page	1.25
Minimum	5.00
Exemplification	10.00
(IN ADDITION TO FEE FOR CERTIFICATION)	
Marriage Record	5.00
(PREPARE AND CERTIFY)	

**CRIMINAL SEARCHES**

Per name every two years searched	5.00
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**DEEDS**

Lease, easement, power of attorney, release of lien of estate tax, assignment of oil /gas leases, assignment of leases and/or rent, affidavit and any other recorded instrument.	
Record (include cover page)	33.00
Plus 3.00 per page	
Plus .50 notations	
Transfer Tax Affidavit (TP-584)	5.00
(Transfer Tax is \$4.00 per \$1,000)	
RP5217	
Agricultural or Residential	125.00
All others	250.00

**JUDGMENTS**

Transcript of Judgment	
Filing	10.00
Issue Transcript	5.00
Income/Property Execution	5.00
Certificate of:	
Disposition, cancellation, vacating	
To issue	5.00
To file	No Fee
Satisfaction of Judgment	No Fee
Statement of Judgment	45.00

**LIENS**

Building Loan	25.00
Certificate of Deposit	5.00
Condominium Liens	15.00
Discharge	No Fee
Federal Abstract of Judgment	40.00
Federal Tax Lien	40.00
Satisfaction Federal Tax Lien	40.00
Hospital Lien	5.00
Lis Pendens	
(\$400 for index number .50 per name)	35.00
Mechanics Lien	
Filing	15.00
Discharge	No Fee
Afdvt of Service	5.00
Satisfaction	No Fee
Notice of Lending	15.00
Wage Assignment	5.00

**MAPS**

Subdivision or Special	
Filing	10.00
Prepare a Copy	5.00 per page

**MORTGAGES**

Record (include cover page)	33.00
plus \$3.00 per page	
Assignment (include cover page)	33.00
plus \$3.00 per page	
and .50 notations	
Mortgage Agreements all types	33.00
(include cover page)	
plus \$3.00 per page	
and .50 notations	
Discharge (include cover page)	33.00
include cover page	
plus \$3.00 per page	
and .50 notations	

Release of part of mortgaged premises	33.00
include cover page	
plus \$3.00 per page	
and .50 notations	
Estoppel Certificate	33.00
include cover page	
plus \$3.00 per page	
and .50 notations	
Mortgage Tax Exempt. Affidavit	5.00

**NOTARY PUBLIC**

Renewal	60.00
File Certificate of Official Character	10.00
Issue Certificate of Official Character	5.00
Authentication Certificate	3.00

**OATH OF OFFICE**

No Fee

**PASSPORTS**

Co. Clerk Processing Fee	25.00
U.S. Dept. of State Passport Book	Adults 110.00
	Children 80.00
U.S. Dept. of State Passport Card	Adults 30.00
	Children 15.00
Photo	8.00

**PISTOL PERMIT**

Permit Application	10.00
Pistol Acquired	3.00
Permit ReIssued	5.00
Permit Duplicate	5.00
Dealer License	10.00
Pistol Permit Photo (per photo)	4.00
Gunsmith License	10.00

**UCC UNIFORM COMMERCIAL CODE**

Any statement pertaining to real property	40.00
UCC11 written search request	25.00
Copies (per document)	5.00