EFFECTIVE SEPTEMBER 1, 2013

HAYS COUNTY CLERK FEES * RECORDS DIVISION * 2013

LGC §118.011

OFFICIAL PUBLIC RECORDS:

STANDARD DOCUMENTS

First page	**$ 26.00**
Each additional page of the document	**$ 4.00**
Each additional name (after first 5) to be indexed	**$ 0.25**
Plat (Must be approved by County or City)	**$ 71.00 1st page**
(break down) Rec Mng ($10) Security Fee ($1) Archive ($10)	**$ 50.00** each add'l page
State Tax Liens [exempt from Archive Fee]	**$ 16.00**
Each additional page of the document	**$ 4.00**
Federal Tax Liens [Prop Code 14.001-14.007]	**$ 31.00**
Each additional page of the document	**$ 4.00**

UCC Filed in Real Property Records: We accept only those UCC's required to be filed in the real property records (fixture filings). *Same filing fee as standard documents listed above*

ASSUMED NAME CERTIFICATES

Business Name registered (with one Registrant)	**$ 26.00** first page
For each additional Registrant listed	**$ .50**

CATTLE BRAND REGISTRATION

$ 26.00 each location

A Certificate of Registration is issued for each Mark/Brand

MARRIAGE LICENSE

Marriage License without Premarital Education Course Certificate	**$ 82.00 (cash only)**
Marriage License with Premarital Education Course Certificate	**$ 22.00 (cash only)**
Informal Marriage License [no ceremony/declaration]	**$ 82.00 (cash only)**

POSTING NOTICES

$ 3.00

COPIES

Birth Record	**$ 23.00 each**
Death Record	**$ 21.00 1st copy**
for each additional copy	**$ 4.00 each**
Marriage License – certified copy of original	**$ 20.00 each**
Marriage License – verification of marriage	**$ 5.00 each**
Plats	**$ 4.00 each**
Legal document (not otherwise specified) a fee to be paid at time copy is made:	
Plain copy with no certificate	**$ 1.00 per page**
Certified Copy	**$ 1.00 per page +**
County Clerk's Certificate	**$ 5.00 per doc**
Note: Certificate must be placed on each page certified	

SEARCHES:

Abstracts of Judgment, State Tax Liens, etc.	**$ 10.00 each name**
Birth Record	**$ 23.00 each name**
Death Record	**$ 21.00 each name**
Federal Tax Lien	**$ 10.00 each name**
Copy w/search	**$ 1.50 each**
UCC/Financing Statements	**$ 15.00 each name**

EVERY DOCUMENT MUST HAVE: (1) a heading at the top of the first page to identify the type of legal paper, (2) names typed or printed under signatures, (3) signatures must be notarized, and (4) contain an address for the grantee. Documents not meeting these requirements may be rejected or charged double the recording fees as set out by statute.

Some of the filing fees listed above include the following additional fees:

Records Management Fee *[LGC 118.0216]* **= $10** **Security Fee** *[LGC 291.008]* **= $1**

Archives Fee *[LGC 118.025]* **= $10** **Vital Preservation Fee** *[HSC 191.0045(h)]* **= $1**