

# CLAY COUNTY FEE SCHEDULE

(Effective October 28, 2025)

Fees set by Illinois Law or by County Board Resolutions

Predictable Fee Schedule (per ILCS Statute 55 ILCS 5/3-5018.1)

**ONLY ORIGINALS WILL BE ACCEPTED FOR RECORDATION**

- **Standard Documents** shall be divided into five classifications: Deeds, Mortgages, Easement, Leases & Miscellaneous; and a single, all inclusive, County & State-imposed fee shall be established for each standard document classification, eliminating surcharges or fees based on the individual attributes of the standard document to be recorded. **Standard Documents** shall conform to the following (ILCS 5/3-5018 (1-5):
  1. The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measure up to 11 inches by 17 inches shall be recorded without charging an additional fee.
  2. The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.
  3. The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at one-half inch on the top, the bottom, and each side. Margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.
  4. The first page of the document shall contain a blank space measuring at least 3 inches tall by 5 inches wide, from the upper right corner.
  5. The document shall not have any attachment stapled or otherwise affixed to any page.
- **Non-Standard Documents** are those documents not included in **Standard** classification due to one or more of the following attributes of the document to be recorded:
  - A document that creates a division of a then active existing tax parcel identification number.
  - A document recorded pursuant to the Uniform Commercial Code.
  - A document which is non-conforming, as described above;
  - A State Lien or a Federal Lien.
  - A document making specific reference to more than 5 tax parcel identification numbers in the county in which it is presented for recording.
  - A document making specific reference to more than 5 other document numbers recorded in the county in which it is presented for recording.
- 310 ILCS 105 **Rental Housing Support Program Act (RHSP)** – A surcharge of \$18.00 is included in the **Standard Document** classification for any real estate related document, described as any recorded document that affects an interest in real property excluding documents which solely affect or relate to an easement for water, sewer, electricity, gas, telephone, or other public service. Documents that may fall into the **Standard (Exempt RHSP)** classification, including, but not limited to the following:
  - Public Utility Easements
  - Documents recorded by any federal, state, or local unit of government
  - Articles of incorporation and related documents
  - Birth, Death, and Marriage records
  - Judgments, Memorandum of Judgments omitting a legal description
  - Power of Attorney omitting a legal description
  - Re-recordings of an original document
  - Transcripts involving a Will or Death Certificate omitting a legal description
  - Wills omitting a legal description

## RECORDING FEES:

<b>STANDARD DOCUMENT</b>	<b>\$94.00</b>
<b>STANDARD DOCUMENT (Exempt RHSP)</b>	<b>\$76.00</b>
<b>NON-STANDARD DOCUMENT</b>	<b>\$112.00</b>
<b>SURVEYS (11x17 maximum)</b>	<b>\$94.00</b>
Requires 3 originals, retained by Recorder. Any additional copies will be returned to the customer. New Subdivision Plats require Plat Act Affidavits.	
<b>PLATS OF SUBDIVISION (30x36 maximum)</b>	<b>\$112.00</b>
Requires 3 originals, retained by Recorder. Any additional copies will be returned to the customer.	
<b>UCC FIXTURE FILINGS/TERMINATIONS</b>	<b>\$76.00</b>
<b>UCC SEARCHES PER NAME</b>	<b>\$10.00</b>
(Only UCC, Real Estate or Fixture Filings may be filed with Recorder)	

## DOCUMENT COPIES:

• Certified Copies	\$20.00
• Certified Copy of Plats	\$10.00
• Non-Certified Copies (Microfilm)	\$1.00 per page
• Non-Certified Copies (Book/Page)	\$1.00 per page

## SEARCHES:

Requests for any search of our records must be sent in writing and accompanied by the required fee.

These are non-certified searches.

• Mortgages (Each 5-year period)	\$5.00
• Memorandum of Judgment	\$5.00
• State Lien Search	\$5.00
• Federal Lien Search	\$5.00
• Copies provided for searches	\$1.00 per page

## COUNTY CLERK FEES:

• Certified Birth Record	\$16.00
Each additional copy of the same record	\$7.00
• Certified Marriage Record	\$16.00
Each additional copy of the same record	\$7.00
• Certified Death Record	\$20.00
Each additional copy of the same record	\$11.00
• Veteran's DD214 (Military Discharge Papers)	No Charge
• Non-Certified Genealogy	\$5.00
• Marriage License / Civil Unions (Includes \$5.00 to State for Domestic Violence Fund)	\$50.00
• Assumed Name / DBA (Doing Business As)	\$25.00

## TAX SALE FEES:

• Canceling Tax Sale (Issuing & Sealing Certificate of Redemption)	\$84.00
• Attending Tax Sale (Issuing Certificate of Sale)	\$5.00
• Take Notice	\$10.00

## ELECTION REPORT FEES:

• Precinct Lists	\$10.00
• Canvass Report	\$10.00
• Precinct Maps	\$10.00
• Absentee Lists	\$8.00