

Filing and Recording Fees

7-4-2636. Standards for recorded documents—exemptions

1. Unless accompanied by the appropriate fee required in 7-4-2637, a document submitted for recording must:
 - a. Be legibly printed or typed in blue or black ink on white paper that is either 8 ½ x 11 inches or 8 ½ x 14 inches in size;
 - b. Provide the names of the parties to the conveyance on the first or second page of any document with more than one page;
 - c. Provide a description of the property if the document conveys an interest in real property;
 - d. Have all signatures, initials, dates, or handwriting in blue or black ink;
 - e. Except as provided in subsection (1)(f) and except for page numbers, initials, or other designations, have margins that are clear of all markings in the following dimensions;
 - i. At least 3 inches at the top of the first page and at least 1 inch at the top of the second and any subsequent pages;
 - ii. At least 1 inch on the bottom of each page;
 - iii. At least ½ inch on the sides of each page; and
 - f. Include the name and mailing address of the person to whom the document is to be returned in the upper left-hand corner of the first page between the ½-inch side margins of each document submitted and may include legibly printed or typed transactional information.
2.
 - a. Except as provided in subsection (2)(b), only documents submitted for recording and filing that conform to the provisions of this section are considered standard documents for the purposes of 7-4-2637.
 - b. Documents that are acknowledged as having been executed prior to April 28, 2007, must be accepted for recording, and considered standard documents, regardless of whether they conform to the provisions of this section.
3.
 - a. An acknowledgement by a notary is exempt from the color and margin requirements of this section.
 - b. Page numbers, the name and mailing address of the person to whom the document is to be returned, and other administrative information or designations may appear in the margins.
 - c. If the notarial seal is made by impression of an embosser, the seal is exempt from the margin requirements of this section.
4. An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section.

7-4-2637. (Effective October 1, 2025) Fees for recording standard documents.

1. Except as provided in 7-4-2631 and subsection (2) of this section, the fee for recording a standard document that meets the requirements of 7-4-2636 is \$20 for the first page and \$10 for each subsequent page or fraction of a page.
2. The fee for recording a document that does not meet the requirements of 7-4-2636 is the fee specified in subsection (1) plus \$10.

7-7-2632. Fee when recording done by mechanical means. Where recording is done by photographic or similar process, the county clerk and recorder shall charge \$20.00 for the first page and \$10 for each subsequent page or fraction of a page of the instrument for recording (Deeds, Mortgages, Contracts, Certificates of Location, Affidavits of Labor & other miscellaneous documents).

7-4-2614. Fee for recording military discharges and one copy, no fee, for additional copies certified or not certified, no fee.

7-4-2631. (Effective October, 1, 2025) **Fees of county clerk.** (1) Except as provided in **7-2-2803(4), 7-4-2632, and 7-4-2637**, the county clerks shall charge, for the use of their respective counties:

- (a) for filing and indexing each writ of attachment, execution, certificate of sale, lien, or other instrument required by law to be filed and indexed, \$5;
- (b) for filing of subdivision plats, \$25 plus:
 - (i) for each lot up to and including 100, 50 cents;
 - (ii) for each additional lot in excess of 100, 25 cents;
- (c) for filing certificates of surveys and amendments thereto, \$25 plus 50 cents per tract or lot;
- (d) for each page of a document required to be filed with a subdivision, townsite plat, or certificate of survey for which a filing fee is not otherwise set by law, \$1;
- (e) for a copy of a record or paper:
 - (i) for the first page of any document, 50 cents, and 25 cents for each subsequent page; and
 - (ii) for each certification with seal affixed, \$2;
- (f) for searching an index record of files of the office for each year when required in abstracting or otherwise, 50 cents;
- (g) for administering an oath with certificate and seal, no charge;
- (h) for taking and certifying an acknowledgment, with seal affixed, for signature to it, no charge;
- (i) for filing, indexing, or other services provided for by Title 30, chapter 9A, part 5, the fees prescribed under those sections;
- (j) for recording each stock subscription and contract, stock certificate, and articles of incorporation for water users' associations, \$3;
- (k) for filing a copy of notarial commission and issuing a certificate of official character of such notary public, \$2;

- (l) for each certified copy of a birth certificate \$8, and for each certified copy of a death certificate, \$7;
 - (m) for electronic storage of minutes of an administrative board, district, or commission pursuant to **7-1-204**, **7-11-1030**, **7-13-2350**, **7-22-2113**, **7-33-2112**, or **76-15-324**, no charge;
 - (n) for filing, recording, or indexing any other instrument not expressly provided for in this section or **7-4-2632** for a similar service.
- (2) The county clerks shall charge, for the use of their respective counties, the fee as provided in **7-4-2632** for recording and indexing the following:
- (a) each certificate of location of a quartz or placer mining claim or millsite claim, including a certificate the instrument has been recorded with the seal affixed; and
 - (b) each affidavit of annual labor on a mining claim, including a certificate that the instrument has been recorded with the seal affixed.
- (3) State agencies submitting documents to be put of record shall pay the fees provided for in this section. If a state agency or political subdivision has requested an account with the county clerk, any applicable fees must be paid on a periodic basis.