



County Clerk  
Mr. Michael C. Backus

Oswego County Resident,

The Oswego County Clerk's office takes great pride in serving the community and the needs of our residents. Our main priority is maintaining services that vary from court record keeping to pistol permit applications. Our office is open Monday thru Friday to promptly assist your needs. If you have any suggestions on how the Oswego County Clerk's office could be of better assistance to you, please do not hesitate to contact us.

Thank you for doing business with the Oswego County Clerk's office,

Michael C. Backus  
Oswego County Clerk

Oswego County encourages you to do all of your DMV business locally, as Oswego County receives a portion of the revenue from each transaction processed in our county. Doing DMV business locally helps to reduce your county tax levy.

*Fulton Department of Motor Vehicles*  
200 N. Second St  
Fulton NY, 13069  
(315)591-9136

*Oswego Department of Motor Vehicles*  
384 East River Road  
Oswego NY, 13126  
(315)349-8300

*Pulaski Department of Motor Vehicles*  
2 Broad St  
Pulaski NY, 13142

**For More Information Contact us at:**

Sr. Account Clerk	349-8611
Deputy Clerk	349-8613
Deputy Clerk of Operations	349-8612
Records	349-8621
Court Records	349-8617
Passports	349-8618
Pistol Permits	349-8620

**HOURS OF OPERATION**

MONDAY - FRIDAY

9:00 AM - 5:00 PM

JULY-AUGUST

8:30 AM - 4:00 PM

46 East Bridge Street  
Oswego, NY 13126  
349-8621

Visit us Online at:

[www.co.oswego.ny.us/clerk.shtml](http://www.co.oswego.ny.us/clerk.shtml)

**SCHEDULE  
OF FEES**



**OSWEGO COUNTY  
CLERK'S OFFICE**

**Michael C. Backus**  
*County Clerk*

**Matthew Bacon**  
*Deputy County Clerk*

**Jacqueline M. Thorpe**  
*Deputy Clerk of Operations*

*Effective July 1, 2013*

DEEDS, MORTGAGES, DISCHARGES, ASSIGNMENTS, AFFIDAVITS AGREEMENTS, POWER OF ATTORNEY, ETC.

**Recording Fees**

Recording & Endorsement	\$20.00
Per page (Including cover page)	\$5.00
Additional name/ cross reference	\$.50
Local Government Fees	\$20.00

**TP-584 - Combined Real Estate Transfer Tax**

**Return & Credit Line Mtg.**

<b><u>Certificate</u></b>	\$5.00
(Must be filed with all deeds)	

**Real Estate Transfer Tax Stamps (Tax Law**

**1402, 1403)**

Tax computed using base of \$2.00 per \$500 on consideration paid for, or the net value of the real property conveyed.

\*No tax due on considerations of \$500.00 or less.

**RP-5217 - Real Property Report Form**

Boxes 7A, 7B, 7E, or <u>both</u> 7G & 8	\$125.00
Item 18	\$125.00
All other boxes	\$250.00

**Mortgage Tax (Tax Law 253-1-2(a) - 1%**

Commercial	1%
Residential	1% less \$25

**Assumed Names (DBA) / Corporations**

**& Partnerships**

File Certificate	\$41.00
Amend Certificate	\$41.00
Discontinuance Form	\$1.00

**Building & Loan Agreements**

File Agreement	\$25.00
Amend Agreement	\$25.00
Discharge of Agree.	\$5.00

**Copies**

To Prepare (per page)	\$ .65
To certify a prepared copy (1-8 pages)	\$5.20
Additional pages	\$.65
To prepare and certify a copy (1-4 pages)	\$5.00
Additional pages	\$1.25

**Civil & Matrimonial Actions**

**(Supreme / County Court)**

Small Claims Assessment Review Petition	\$30.00
Index Numbers	\$210.00
RJI	\$95.00
Note of Issue	\$30.00
Jury Demand	\$65.00
Notice of Appeal (Supreme to Appellate)	\$65.00
Certificate Of Dissolution	\$5.00
Stipulation of Discontinuance	\$35.00
Motions/Cross Motions	\$45.00

**Judgments**

Docket & Enter ( Supreme Court)	\$45.00
Assignments (Covered by Index #)	No fee
Satisfaction of (Covered by Index #)	No fee
File Transcript	\$10.00
Issue Transcript	\$5.00
File Certificate of Disposition	\$1.00
Issue Cert. Of Disposition	\$5.00
Taxing Costs	No Fee
Assignment/satisfaction under Index Number	No Fee
Return Of Execution	No Fee

**Lis Pendens**

File & Record	\$35.00
Additional Defendant	\$.50

**Maps**

Filing Fee	\$10.00
Copy Of Full Map	\$10.00
Copy of Infodex Map	\$5.00
Copy of Railroad or Highway Map	\$25.00

**Military Discharge**

Recording	No Fee
Copies (Family Only)	No Fee

**Motor Vehicle Use Tax**

Commercial Vehicle, Annual	\$10.00
All Passenger Vehicles Under 3500LBS	\$5.00

**Liens**

	<i>*Mechanic</i>	
Filing Fee		\$15.00
Affidavit of Service		\$5.00
	<i>*Federal Tax Liens</i>	
File or Discharge		\$40.00
Search Against Debtor		\$25.00

**Notary Public**

Filing/Renewal	\$60.00
Issue Cert. Of Official Character	\$5.00
Authentication	\$3.00
Commissioner of Deeds	\$10.00

**Passports**

16 Years and Older	\$110.00
15 Years and Younger	\$80.00
Clerk Processing Fee	\$25.00
Passport Card 16 and older	\$30.00
Passport Card 15 and younger	\$15.00

**Pistol Permits**

Packet and Processing	\$20.00
Fingerprinting	\$94.25
Each Amendment	\$3.00
Duplicates	\$5.00
Transferring out of County	\$5.00
Criminal History Check	\$5.00
Plastic Card Fee	\$5.00
Switch from Paper to Plastic	\$10.00

**Search (Census and Criminal)**

Each Surname Searched	\$10.00
-----------------------	---------

**UCC (Uniform Commercial Code)**

Filing UCC document - (UCC-1, UCC-3 or UCC-5)	\$40.00
<i>*Addendum Required</i>	
UCC Search fee	\$25.00
UCC copy fee	\$5.00