

TERRY COUNTY CLERK  
 KIM CARTER  
 500 W. MAIN, RM 105  
 BROWNFIELD, TX. 79316  
 806-637-8551  
 EFFECTIVE JANUARY 1, 2022

County website <a href="http://www.co.terry.tx.us">http://www.co.terry.tx.us</a>		
<b>REAL PROPERTY RECORDING</b>		
Recording Fee (first page)	Local Government Code §118.011	\$5.00
Records Management	Local Government Code §118.011(b)(2)	\$10.00
Records Archive	Local Government Code §118.011(f)	\$10.00
Courthouse Security	Local Government Code §291.008(d)	\$1.00
	<b>TOTAL (first page)</b>	<b>\$26.00</b>
Each additional page or part on which there are visible marks of any kind	Local Government Code §118.011(a)(1)	\$4.00
<i>Each additional name to be indexed in excess of five (5)</i>	Local Government Code §118.011(a)(2)	\$0.25
<p><b>*Texas Property Code 11.003, effective 1-1-1982; requires that each grantee's mailing address be in or attached to any document conveying real property executed after 12-31-1981. If address of each grantee is not included, the payment of a penalty filing fee equal to the greater of (1) twice the statutory filing fee for the filings of such document with the County Clerk or (2) \$25.00 will be required. This fee is in addition to regular filing fees. LGC 191.007(h): Provides double the filing fee for that page if names are not legibly typed or printed immediately under each signature. LGC 191.007(3): Printed in type no smaller than 8-point type. Property Code 12.001(b) &amp; 12.011: Must have original signature and proper acknowledgement.</b></p>		
<b>FEDERAL TAX LIEN/RELEASE OF LIEN</b>		
Recording Fee	Property Code § 14.005	\$5.00
Record Management	Local Government Code § 118.011(b)(2)	\$10.00
Record Archive	Local Government Code § 118.011(f)	\$10.00
Courthouse Security	Local Government Code § 291.008(d)	\$1.00
(Archive Fee cannot be charged to State)	<b>TOTAL</b>	<b>\$26.00</b>
<b>STATE TAX LIEN/RELEASE OF LIEN</b>		
Recording Fee	Local Government Code §118.011	\$5.00
Records Management	Local Government Code §118.011(b)(2)	\$10.00
Courthouse Security	Local Government Code §291.008(d)	\$1.00
(Archive Fee cannot be charged to State)	<b>TOTAL (first page)</b>	<b>\$16.00</b>
<b>PLATS/MAPS</b>		
Filing Fee	Local Government Code § 118.011(c)      24" x 36"	\$45.00
Recording Fee	Property Code § 14.005	\$5.00
Record Management	Local Government Code § 118.011(b)(2)	\$10.00
Record Archive	Local Government Code § 118.011(f)	\$10.00
Courthouse Security	Local Government Code § 291.008(d)	\$1.00
	<b>TOTAL</b>	<b>Lg. Plat    \$ 71.00</b>
Certified copy of a Plat (11 X14, largest copy that can be made, if filed in ORP, legal size can be made)		<b>\$5.00 + \$1.00 A PAGE</b>
Uncertified copy of a Plat (same as above copy size, etc.)		<b>\$1.00 A PAGE</b>

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**UCC-1/FINANCING STATEMENT RECORDS:** Effective 1-1-2014 As of July 1, 2001 UCC Records relating to consumer goods are no longer filed in the County Clerk's Office. Per revised Article 9 for the State of Texas, these are filed with the State. UCC-1 and UCC-3 are accepted for filing in the Real Property Records if the collateral is timber, mineral, oil, gas or fixtures and regular filing fees apply. Effective 1-1-2014

Recording Fee	Local Government Code § 118.011	\$5.00
Records Management	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive Fee	Local Government Code § 118.011(f)	\$10.00
Courthouse Security	Local Government Code § 291.008(d)	\$1.00
<b>TOTAL</b>		<b>\$26.00</b>

**Applications available on the county website:** <http://www.co.terry.tx.us>

**ASSUMED NAME & ASSUMED NAME ABANDONMENT**

Recording Fee	TX Business & Commerce Code § 71.155	\$2.00
Record Management	Local Government Code § 118.011(b)(2)	\$10.00
Record Archive	Local Government Code § 118.011(f)	\$10.00
Courthouse Security	Local Government Code § 291.008(d)	\$1.00
<b>TOTAL</b>		<b>\$23.00</b>
<i>EACH ADDITIONAL NAME INDEXED</i>	TX Business & Commerce Code, Sec. 71.115 (a) (2)	<b>\$0.50</b>

**ASSUMED NAME COPIES**

Certified Copies		\$5.00 + \$1.00 a page
Uncertified Copies (plain copy)(per page)		\$1.00

**POSTING PUBLIC NOTICES: Including Trustee/Foreclosure Sales**

Recording Fee	TX Property Code § 51.002(f)	\$2.00
Courthouse Security Fee	Local Government Code § 291.008(d)	\$1.00
<b>TOTAL</b>		<b>\$3.00</b>

Trustee and Foreclosure Sales are conducted the first Tuesday of every month and will be located inside the north entrance of Courthouse, (\*\*Passed by Commissioner's Court 3/11/13; Document #260177, Vol. 850 Pg 58, recorded in Property Records.)

**\*NOTICE OF FORECLOSURE/TRUSTEE SALES MAY BE VIEWED AT** <http://www.co.terry.tx.us>

**CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP**

**(Applications available on website:** <http://www.co.terry.tx.us>**)**

Recording Fee (1 Brand)	Local Government Code § 118.011 TX Agri. Code § 144.110	\$5.00
Record Management	Local Government Code § 118.011(b)(2)	\$10.00
Record Archive	Local Government Code § 118.011(f)	\$10.00
Courthouse Security	Local Government Code § 291.008(d)	\$1.00
<b>TOTAL</b>		<b>\$26.00</b>
<i>Each Additional Brand Location</i>	<i>Recorded at the same time only</i>	<b>\$26.00</b>

**MILITARY DISCHARGE (DD214)**

FILING	Local Government Code §192.002(b)	<b>No Charge</b>
CERTIFIED COPY	Texas Government Code § 603.003(a)	<b>No Charge</b>

**THANK YOU FOR YOUR SERVICE!**

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<b>BIRTH CERTIFICATES</b>		
Applications available on the county website: <a href="http://www.co.terry.tx.us">http://www.co.terry.tx.us</a>		
Certificate/County Clerk Fee	Local Government Code 118.015(a),TAC § 181.22, HSC 191.0045	\$20.00
Vital Statistics Fee	HSC § 191.0045	\$1.80
Vital Statistics Preservation Fee	HSC § 191.0045	\$1.00
	<b>TOTAL</b>	<b>\$23.00</b>
<b>VERIFICATION OF BIRTH</b>		
County Birth Certificate Fee	Texas Administrative Code §181.22	\$20.00
State Birth Certificate Fee	Health & Safety Code §191.0045	\$2.00
	<b>TOTAL</b>	<b>\$22.00</b>
<b>DEATH CERTIFICATES <i>Terry County Only</i></b>		
Applications available on the county website: <a href="http://www.co.terry.tx.us">http://www.co.terry.tx.us</a>		
Search/Certificate/County Clerk Fee	Local Government Code 118.015(a), TAC § 181.22(b)(s), HSC 191.0045	\$20.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$1.00
	<b>TOTAL</b>	<b>\$21.00</b>
<b>Each Additional Copy (ordered at the same time)</b>		
County Clerk Fee	HSC § 191.0045	\$3.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$1.00
	<b>TOTAL</b>	<b>\$4.00</b>
<b>Clear Covers</b>	<b>\$2.00 (letter)      \$3.00 (legal)</b>	
<b>VERIFICATION OF DEATH</b>		
County Death Certificate Fee	<b><i>Texas Administration Code §181.22</i></b>	<b>\$20.00</b>
	<b>TOTAL</b>	<b>\$20.00</b>
<b>INFORMAL MARRIAGE LICENSE</b>		
License Fee (ML/CC \$12.50,ML/ST \$12.50)	Local Government Code § 118.011(a)(8)	\$25.00
Records Management	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive Fee	Local Government Code § 118.011(f)	\$10.00
Courthouse Security Fee	Local Government Code § 291.008(d)	\$1.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$1.00
	<b>TOTAL</b>	<b>\$47.00</b>
<b>MARRIAGE LICENSE <i>without Texas Premarital Education Certificate</i></b>		
License Fee (ML/CC \$30.00,ML/ST \$20.00) (ML/FTF \$10.00)	Local Government Code § 118.011(a)(7)	\$60.00
Records Management	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive Fee	Local Government Code § 118.011(f)	\$10.00
Courthouse Security Fee	Local Government Code § 291.008(d)	\$1.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$1.00
<b>72 hour waiting period from date of application <i>before</i> the license can be used.</b>	<b>TOTAL</b>	<b>\$82.00</b>

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<b>MARRIAGE LICENSE with Texas Premarital Education Certificate</b>		
License Fee	Local Government Code § 118.011(a)(7)	\$ <i>waived</i>
Records Management	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive Fee	Local Government Code § 118.011(f)	\$10.00
Courthouse Security Fee	Local Government Code § 291.008(d)	\$1.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$1.00
<b>72 hour waiting period is waived .</b>	<b>TOTAL</b>	<b>\$22.00</b>

<b>CERTIFIED COPY of MARRIAGE LICENSE: Terry County Records Only</b>		
Verify a Marriage Record	Texas Administrative Code 191.22(h)	\$10.00
Document Production	Texas Administrative Code 191.22(s)	\$10.00
Vital Statistics Preservation Fee	Health and Safety Code 191.0045	\$1.00
	<b>TOTAL</b>	<b>\$21.00</b>

<b>MARRIAGE LICENSE-DUPLICATE FOR RE-PRINT OF A NEW LICENSE (due to damage or lost license)</b>		
License Fee (ML/CC \$30.00)	Local Government Code § 118.011©	\$30.00
	<b>TOTAL</b>	<b>\$30.00</b>

**\*\* If a marriage ceremony has not been conducted before the 90th Day, after the date the license is issued, the license expires and a new one must be purchased, Texas FC, Sec 1, (a) Sec. 1.81**  
**For information regarding a marriage by proxy, marriage to an incarcerated person, marriage of deployed soldier or marriage of a person less than 18 years of age, please contact the County Clerk's Office for regulations and requirements.**

<b>COPIES</b>		
Plain Local Government Code § 118.011(a)(4)		\$1.00 per page
Certified Local Government Code § 118.011(a)(3)		\$5.00 + \$1.00 per page
Authenticated copies (Clerk certifies twice)		\$10.00 + \$1.00 per page

<b>WAREHOUSE BOND</b>		
Record Management	Local Government Code §118.011(a)(7)	\$10.00
Recording Fee	Local Government Code §118.011	\$5.00
Courthouse Security	Local Government Code §291.008(d)	\$1.00
Records Archive Fee	Local Government Code § 118.011(a)(7)	\$10.00
Bond Approval	Local Government Code § 118.011(a)(7)	\$3.00
	<b>TOTAL</b>	<b>\$29.00</b>
**\$4.00 for each additional page to record	Local Government Code § 118.011(a)(7)	