



Office of County Auditor
 HEIDI K. HUNT, County Auditor
 Telephone: (509) 659-3247
 Fax: (509) 659-3254
 210 W Broadway Ave, Ste 200
 Ritzville, Washington 99169

SCHEDULE OF RECORDING AND FILING FEES - - effective July 28, 2019	
Recording Instruments **(see below for exceptions) – First Page	\$103.50
Each Additional Page	\$1.00
Recording Multiple Transaction Instrument **(see below for exceptions)	\$103.50 per transaction
Each Additional Page (to be charged only once)	\$1.00
**Recording - Assignment of Deed of Trust, Substitution of Trustee, Appointment of Trustee, Resignation & Appointment of Trustee – First Page	\$18.00
Each Additional Page	\$1.00
**Recording – Deed of Trust – First Page	\$104.50
Each Additional Page	\$1.00
**Recording – Death, Birth, Divorce Certificates, Name Changes - First Page	\$39.00
Each Additional Page	\$1.00
Emergency non-standard surcharge	\$50.00
UCC – First Page (national forms are accepted with non-complying margins but must comply with all other first page requirements. (Legibility, grantor/grantee, legal description, tax parcel number & reference number of original filing on amendments, corrections or terminations)	\$103.50
Each Additional Page	\$1.00
UCC 22R (request for information)	\$8.00 per name
With copies (in addition to per name fee)	\$1.00 per page
Oath	NO FEE
Recording Record of Survey – First Page	\$172.50
Plat – First Page	\$187.50
Each Additional Page	\$5.00
--18" x 24" 1 mylar & 3 paper copies required	
Copy of Recorded Instrument – Each page	\$1.00
Copy of Recorded Survey/Plat – Each page 18" x 24"	\$5.00
Certified Copy – First page	\$3.00
Each Additional Page	\$1.00
Searching Records	\$8.00 per hour
Process Server	\$10.00
Marriage License	\$53.00

A cover sheet is considered an additional page and will be charged the additional page recording fee (\$1.00)

RCW 65.04 allows recording of nonstandard documents for an additional fee of \$50.00. "Nonstandard" refers to documents that do not meet margin and format requirements. The legislation does not include recording of documents that do not meet legibility requirements.

Those documents submitted for recording that are not legible as defined by RCW 65.04.015 will not be accepted for recording under any circumstances. All nonstandard documents must have a cover sheet which meets 1st page margin requirements and contain a statement signed by the requester to read substantially as follows:

"I am requesting an emergency nonstandard recording for an additional fee as provided in RCW 36.18.010. I understand that the recording processing requirements may cover up or otherwise obscure some part of the text of the original document."



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