

## Recording Questions?

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or

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call the office at 970-264-8350.

## RECORDING FEES AND INSTRUCTIONS

### Recording Standard Sized Documents

**\$6.00 for the first page - \$5.00 for each additional page**  
( A page is one side of, up to and including, an 8 ½" x 14" sheet.)

### Recording Oversized Documents

**\$11.00 for the first page - \$10.00 for each additional page**  
(An oversized page is one side of a sheet larger than 8 ½ " x 14".)  
**This fee is used mainly for plats.**

### Marriage License & Certificate

**To record a Marriage License and Certificate-No charge**

### Documentary Fee

All documents granting or conveying title to real property must declare Documentary Fee per C.R.S.39-13-102. This fee is \$.10 per \$1,000 that exchanged hands for the real property. There is no documentary fee if the amount exchanged is less than \$500. To figure your documentary fee, multiply the amount paid by .00010. Example: You Paid \$26,500. Doc Fee would be \$2.65.

**If no documentary fee is declared when we receive the document, your document could be returned for that reason. The law requires you to declare what was paid at the time of recording. If no money exchanged hands or if it was under the \$500.00 you still need to state that in a cover letter or on the back of the deed. If you don't, the document could be returned.**

### UCC Filings

(Real Estate Filings Only)

**1-2 Pages**

**\$11.00**

**3 or More Pages**

**\$16.00**

### All other UCC Filings should be sent to:

Colorado Central Information System  
Secretary of State/Central Filing Office  
1560 Broadway Ste 200  
Denver, CO 80202

### Form DD214

There are no fees for recording the Service Discharge Form DD214. Certified copies are also provided free of charge.

After recording, these recordings are tagged in the computer as confidential. They are not visible to the public when searching.

## **Copies**

Copies of recorded documents may be obtained for **\$1.25** per page with an additional **\$1.00 for certification**. Copies of marriage licenses are **\$2.00 per document** with an additional **\$1.00 for certification**. **All marriage documents must be certified.**

Copies of plats or maps filed in the Recorder's Office are \$5.00 per page.

## **Recording Instructions:**

All deeds transferring real property must have a grantee's address showing on the face of the deed. Usually this address goes right after the grantee's name. The grantee is the person receiving the real property. If no grantee's address is shown, your document will be rejected.

We need a return address where you wish the document/s to be returned. Please write it on the front page on the bottom, left-hand corner of the document.

You will be notified by the County Assessor's Office if you need to submit a Transfer Declaration. This is a form required by law for that office regarding purchase price, closing date, etc. These forms too are confidential and are not for public inspection.

## **Searching in the Recorder's Office**

Anyone from the public may search in the Clerk & Recorder's Office at no charge. The office will not do searches for the public. You can contact one of the local title companies if you wish help in searching.

1. Colorado Land Title Company 970-264-4178
2. Great Divide Title Company 970-731-7700
3. High Country Title Company 970-264-2128

Marriage License Applications are no longer accessible to the public. You may search the actual recorded license and certificate documents but not the applications.