GUIDELINES FOR PREPARING DOCUMENTS to be Recorded by Your Tulsa County Clerk

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This brochure provides illustrated instructions to help ensure your vital legal documents meet legibility and formatting standards for recording of public records by your Tulsa County Clerk under Oklahoma laws (16 O.S. 1991 §28 and 19 O.S. 1991 §298.)

To inquire what date we are indexing, or to receive other assistance regarding services of your Tulsa County Clerk, please telephone us at 918.596.5801.
Help Us Ensure Your Documents Can Be Successfully Recorded!

State laws require public records accepted for filing in the office of the County Clerk to be clearly legible and reproducible, and to meet certain other basic requirements. By following the simple guidelines below, and by avoiding the mistakes illustrated on the facing page, you can be confident that your vital legal documents can be accepted by your Tulsa County Clerk.

Page format is simple, but extremely important:

- Use pages no larger than 8.5” x 14”.
- Leave at least a 1” blank top margin where the County Clerk’s office must attach a recording label!
- And at least a 1/2” blank margin at the left, right, and bottom of the page.

PLEASE AVOID USING:

- ITALIC/BOLD TYPE
- UNDERLINED LEGAL DESCRIPTIONS
- COMPRESSED LETTERING
- NON-REPRODUCIBLE CONTENT (SEE FACING PAGE)

FOR CLARITY, ALWAYS USE:

- Original documents
- White paper
- Black or blue ink
- 12-Point font (type) size as shown in this paragraph
Although the original(s) you submit to the County Clerk's office for recording may be legible, Oklahoma law requires that they also be reproducible using the Clerk's recording equipment. Documents with certain characteristics commonly result in illegible document images when electronically scanned and thus may not be acceptable as official public records.

**Avoid These Trouble Spots, Which Often Result in Unacceptable Document Reproduction:**

- **Shadows**
  - AVOID decorative shading behind typefaces
  - AVOID text printed against shaded, colored, or screened backgrounds

- **Faxed or other reproduced documents**

- **Lightly imprinted notary seals**

- **Colored ink signatures**
  - Have documents signed in blue or black ink preferred

- **Handwritten information**
  (Black ink signatures accepted)

- **Small font (type) sizes**

**Release of Mortgage**

Do not use colored or screened backgrounds.

Results after document has been reduced to 77% of original:
# FEE SCHEDULE

**Effective November 1, 2019 (OS28-32)**

## RECORDING FEES

**COUNTY CLERK - RECORDER OF DEEDS**

### 1. Deeds or Other Recorded Instruments (First Page)
- $18.00
- Additional pages, per page: $2.00

### 2. Mortgages (Mortgage Tax may apply)
- $18.00
- Additional pages, per page: $2.00

### 3. Plat of one block or less
- $20.00

### 4. Plat of two blocks or more
- $35.00

### 5. Fictitious Name Certificate
- $15.00

### 6. Judgments, Release of Judgments
- $18.00
- Additional pages, per page: $2.00

### 7. Execution/Renewal of Judgment
- $10.00

### 8. Materialmen's/Mechanic's Lien
- $20.00
- Additional pages, per page: $2.00

### 9. Mailing a Notice of Materialmen’s Mechanic’s Lien
- $13.75

### 10. Physician’s Liens, Hospital Liens, Ambulance Liens, Personal Liens
- $20.00
- Additional pages, per page: $2.00

### 11. Non-Conforming Documents
- $35.00
- Additional pages, per page: $10.00

## COPY FEES

### 1. Copies, per page
- $1.00

### 2. Certification, per instrument
- $1.00

### 3. Copies of Plats (51 OS 24A.5) 11 x 17 (all pages inclusive)
- $5.00
  - 24 x 36 (priced per page): $5.00

## MISCELLANEOUS FEES

### 1. Notary Fee
- $5.00

### 2. Cover Sheet
- $2.00

### 3. Military Discharge (DD214) Filing or Copy
- No Fee