

## **RECORDING -FREQUENTLY ASKED QUESTIONS**

### **Q. What are the fees for recording a document?**

**A.** The recording fee for most documents is \$5.00 per page plus a \$1.00 surcharge per document. A page must be legal size (8 ½" x 14") or less. Documents larger than 8 ½" x 14" including subdivision plats are \$10.00 per page plus a \$1.00 surcharge for each document. For deeds that transfer ownership of property where the amount paid exceeds \$500.00, a documentary fee equal to .01% of the amount paid for the property is charged.

UCC Real Estate Fixture filings are \$10.00 for 1 or 2 pages and \$15.00 for 3 or more pages plus a \$1.00 surcharge per document. UCC filings other than Real Estate Fixture filings should be forwarded to: Colorado Secretary of State, Business Division, 1700 Broadway Ste 200 Denver, CO 80290, Phone: (303) 894 2200,  
<http://www.sos.state.co.us/pubs/business/main.htm>

### **Q. How can I obtain copies of a recorded document or marriage license?**

**A.** You may visit our Centennial Hall office to obtain a copy of a recorded document, or you may order by mailing a written request, along with the appropriate fees and the return to address, to El Paso County Clerk & Recorder, 200 S. Cascade Ave., Colorado Springs, CO 80903. For copies of a marriage license please include bride's name, groom's name and date of the marriage. Copy fees are \$0.25 per page, marriage license copies are \$0.25 each and plat map copies are \$3.00 per page. Certified copies are an additional \$1.00 per document. For copies to be returned by mail, the following postage and handling fees apply: 1-10 Pages-\$1.25 (plus 0.25 per page copy fee), 11-20 Pages-\$2.00 (plus .25 per page copy fee), Over 20 pages-\$2.50 (plus .25 per page copy fee). For plat map copies to be returned by mail, the following postage and handling fees apply: 1-2 Pages-\$3.00 (plus \$3.00 per page copy fee), 3 Pages-\$3.50 (plus \$3.00 per page copy fee), Over 3 Pages-\$6.50 (plus \$3.00 per page copy fee). We cannot accept credit or debit card payments. Check or money order should be made payable to: El Paso County Clerk & Recorder.

### **Q. I need to record a document (e.g. mechanic's lien or a quit claim deed) but I do not have the form. Where do I obtain a form for recording purposes?**

**A.** Forms are available at most office supply or stationery stores.

### **Q. How do I add or remove a name from my property?**

**A.** There are specific types of instruments that may be needed based on the current status of ownership of real property, and therefore it is recommended that a title company or real estate attorney be consulted. Forms are available at most office supply or stationery stores.

### **Q. How can I obtain a copy of my divorce decree?**

**A.** To obtain a copy of a divorce decree filed in El Paso County, contact the Fourth Judicial District Court at 270 S. Tejon St., Colorado Springs, CO 80903, Phone: 719-448-7700  
<http://www.gofourth.org>

**Q. Where do I file a will?**

**A.** For information regarding wills or probate, contact the Fourth Judicial District Court at 270 S. Tejon, Colorado Springs, CO 80903, Phone: 719-448-7554  
<http://www.gofourth.org>

**Q. What do I need to obtain a marriage license?**

**A.** At least one of the parties must apply to our office in person. If one of the parties cannot appear in person, he or she must complete an affidavit provided by our office and the signature must be notarized. Both parties must present valid identification (passports, driver's licenses, birth certificates and military identification cards are all valid forms of identification). The fee for a marriage license is \$30-cash only. Both parties will be asked to give their social security numbers. If a party does not have a social security number, they will be required to complete an affidavit supplied by our office. If one of the parties was previously married, they will be required to provide date, city and state of divorce or death. If divorced, the type of court (district, circuit, etc.) must also be provided Parties must be 18 or older. Sixteen and 17 year olds must have consent of both parents, parent having legal custody, legal guardian, parent having decision-making responsibility or parent with whom child is living, or judicial approval is required. For parties younger than 16 consent as listed above AND judicial approval (court order) are required.

**Q. Where can I obtain a birth/death certificate?**

**A.** To obtain a birth or death certificate filed in El Paso County, contact the Vital Records Division of the County Health Dept. at 301 S. Union, Colorado Springs, CO 80910 719-575-8492 [http://www.elpasocountyhealth.org/pages/Vital\\_Records.aspx](http://www.elpasocountyhealth.org/pages/Vital_Records.aspx)

**Q. How can I change my name on social security, driver's license, or passport, after getting married?**

**A. *The Social Security Administration provides information regarding Social Security card name changes. Colorado Springs Social Security Office***

1049 N. Academy Blvd. Colorado Springs, CO  
80909 Phone: 800-772-1213  
(719) 574-9279

<http://www.socialsecurity.gov>

***The Colorado Department of Revenue provides name change requirements for Driver's Licenses.***

**Colorado Department of Revenue**  
4420 Austin Bluffs Parkway Colorado Springs, CO 80918  
(719) 594-8701  
<http://www.revenue.state.co.us>

*The U.S. Department of State provides information regarding a U.S. passport name change.*

**National Passport Information Center**

(877) 487-2778

<http://travel.state.gov/passport>

**Q. How can I find out who owns a piece of property?**

**A.** You may search the El Paso County Assessor's Real Estate Parcel Search at <http://land.elpasoco.com/> to identify the ownership of a piece of property.