

WICHITA COUNTY CLERK
ANNETTE C. STANLEY
900 7TH STREET, ROOM 250
WICHITA FALLS, TEXAS 76301
(940)766-8100 OPT. 1

Property records can be searched online by going to www.wichitacountytx.com

Real Property Recording		
Recording Fee (first page) (RECRD)	Local Government Code § 118.011	\$5.00
Records Management (CCRMF)	Local Government Code § 118.011 (b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011 (f)	\$10.00
	TOTAL (first page)	\$25.00
Each additional page or part on which there are visible marks of any kind (RECD2)	Local Government Code § 118.011 (a)(1)	\$4.00
Each additional name to be indexed in excess of five (5)	Local Government Code § 118.011 (a)(2)	\$0.25
RETURNED CHECK FEE	Local Government Code § 118.011(b)(1)	\$30.00
*Texas Property Code 11.003, effective January 1, 1982; requires that each grantee's mailing address be in or attached to any document conveying real property executed after December 31, 1981. <u>If address of each grantee is not included</u> , the payment of a penalty filing fee equal to the greater of: (1) twice the statutory filing fee for the filing 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 font.		
Property Code 12.001(b) & 12.011: Must have original signature and proper acknowledgement.		
Federal Tax Lien/Release of Lien		
Recording Fee (RECRD)	Property Code § 14.005	\$10.00
Records Management (CCRMF)	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)	\$10.00
	TOTAL	\$30.00
State Tax Lien/Release of Lien		
Recording Fee (RECRD)	Local Government Code § 118.011	\$5.00
Records Management (CCRMF)	Local Government Code § 118.011(b)(2)	\$10.00
	TOTAL	\$15.00
UCC/FINANCING STATEMENT RECORDS		
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 as long as the box is checked stating " <u><i>This Financing Statement is to be filed for record in the Real Estate Records.</i></u> " Must also be the revised form dated 4/20/2011.		
Recording Fee (CC)	Texas Business & Commerce Code § 9.525(a)(1)	\$15.00
Records Management (CCRMF)	Local Government Code § 118.011 (b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)(1)	\$10.00
	TOTAL	\$35.00
UCC Financing Statements 3 or more pages	Texas Business & Commerce Code § 9.525(a)(1)	\$30.00
Records Management (CCRMF)	Local Government Code § 118.011 (b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)(1)	\$10.00
	TOTAL	\$50.00

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ASSUMED/ABANDONMENT NAME CERTIFICATE		
Applications are available on the county website: https://wichitacountytx.com/locations/county-clerk/ They are also available at The Small Business Development Center located on MSU Campus (which can be reached at 940-397-4373).		
Recording Fee (CC)	Texas Business & Commerce Code § 71.55A1	\$2.00
Records Management (CCRMF)	Local Government Code § 118.011 (b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)	\$10.00
	TOTAL (first page)	\$22.00
Each additional page(RECD2)	Local Government Code § 118.011 (a)(1)	\$4.00
Each additional name to be indexed in excess of five (5)	Local Government Code § 118.011 (a)(2)	\$0.25
PLATS/MAPS		
Recording Fee (RECRD)	Local Government Code § 118.011	\$45.00
Records Management (CCRMF)	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)	\$10.00
	TOTAL (small plat- 18 x 24 or smaller)	\$65.00
	TOTAL (large plat- 22 x 34 or larger)	\$70.00
Plat Fee each page after 1st page (RECD2)		\$5.00
PLAT COPIES		
Certified Copies	one page	\$10.00
	Each additional page	\$5.00
Uncertified Copies (plain copies)	Per Page	\$5.00
CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP		
Applications available on the county website: https://wichitacountytx.com/locations/county-clerk/		
Recording Fee (one brand/one location) (CC)	Local Government Code § 118.020(a)(9) TX Agri. Code § 144.110	\$5.00
Records Management (CCRMF)	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)	\$10.00
	TOTAL (first page)	\$25.00
Each Additional Brand Location (CC)	Recorded at the same time only	\$5.00
TRUSTEE/FORECLOSURE SALES		
County Clerk Fees	TX Property Code § 51.002(f)	\$2.00
	TOTAL	\$2.00
Effective 3/1/2024 - Trustee and Foreclosure Sales are conducted the first Tuesday of every month and will be located on the 5th floor Mult-Purpose room of the Wichita County Courthouse, 900 7th Street, as pursuant to Texas Property Code Sec 51.002 and Texas Property Tax Code Sec 34.01. (Passed by Commissioners Court January 9, 2024)		
NOTICE OF FORECLOSURE/TRUSTEE SALES MAY BE VIEWED AT https://wichitacountytx.com		
COPIES		
PLAIN	Local Government Code § 118.001(a)(4)	\$1.00 per page
CERTIFIED	Local Government Code § 118.001(a)(3)	\$5.00 + \$1.00 per page
AUTHENTICATED COPIES (Clerk certifies twice)	Local Government Code § 118.001(a)(3)	\$10.00 + \$1.00 per page
SEARCHES: State Tax Liens, Federal Tax Liens, UCCS, and Hospital Liens		
Fee is per Debtor, per Form		\$10.00
Each additional lien search requested at the same time		\$5.00

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TO APPLY FOR A MARRIAGE LICENSE: Application hours are 8:00am - 4:30pm, MONDAY thru FRIDAY. Or go to: <https://wichitacountytx-recorder.tylerhost.net/recorder/eagleweb/myDocuments.jsp> to fill out online. Please bring a current valid STATE issued ID. If you have been previously married, the divorce must be finalized for 31 days regardless of what state the divorce was filed.

MARRIAGE LICENSE *without* Texas Premarital Education Certificate

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 (CCRMF)	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)	\$10.00
Vital Statistics Preservation Fee (BDMCC)	HSC § 191.0045	\$1.00
72 hour waiting period from date of application before the license can be used	TOTAL	\$81.00

MARRIAGE LICENSE *with* Texas Premarital Education Certificate

License Fee(ML/CC 30.00)(ML/ST 20.00)(ML/FTF 10.00)	Local Government Code § 118.011(a)(7)	<i>waived</i>
Records Management (CCRMF)	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)	\$10.00
Vital Statistics Preservation Fee (BDMCC)	HSC § 191.0045	\$1.00
	TOTAL	\$21.00

72 hour waiting period is *waived* . Class information (schedule, providers, cost, etc) can be found at <https://www.twogetherintexasonlinecourse.com/twogether-in-texas/>. We will need the Twogether in Texas certificate at the time license is purchased in order for the \$60.00 License Fee to be waived.

INFORMAL MARRIAGE LICENSE

License Fee (ML/CC 12.50)(ML/ST 12.50)	Local Government Code § 118.011(a)(8)	\$25.00
Records Management (CCRMF)	Local Government Code § 118.011(b)(2)	\$10.00
Records Archive (CCRAF)	Local Government Code § 118.011(f)	\$10.00
Vital Statistics Preservation Fee (BDMCC)	HSC § 191.0045	\$1.00
	TOTAL	\$46.00

CERTIFIED COPY OF MARRIAGE LICENSE: *WICHITA COUNTY RECORDS ONLY*

Clerk's Certification Fee	Local Government Code § 118.001(a)(3)	\$9.00
Vital Statistics Preservation Fee (BDMCC)	HSC § 191.0045	\$1.00
	TOTAL	\$10.00

MARRIAGE LICENSE-DUPLICATE FOR RE-PRINT OF A NEW LICENSE (due to damage or lost license)

License Fee (ML/CC \$30.00)	Local Government Code § 118.011(a)(7)	\$30.00
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**** 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, Title 1, Chapter 2(C) Sec 2.201.**

**** For Information regarding a marriage by proxy, marriage to an incarcerated person, marriage of deployed service member, or marriage of a person less than 18 years of age, please contact the Wichita County Clerk's office for the regulations and requirements.**

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BIRTH CERTIFICATES		PLEASE CALL TO VERIFY THAT IT IS FILED IN OUR OFFICE	(940)766-8100 Ext 8510
Applications available at https://wichitaxvitals.permitium.com/rod			
Search/Certificate/County Clerk Fee (CC)	Local Government Code 118.015(a), TAC § 181.22(b)(s), HSC 191.0045		\$20.20
Vital Statistics Fee (BC/ST)	HSC § 191.0045		\$1.80
Vital Statistics Preservation Fee (BDMCC)	HSC § 191.0045		\$1.00
	TOTAL		\$23.00
DEATH CERTIFICATES		PLEASE CALL TO VERIFY THAT IT IS FILED IN OUR OFFICE	(940)766-8100 Ext 8510
Applications available at https://wichitaxvitals.permitium.com/rod			
Search/Certificate/County Clerk Fee (CC)	Local Government Code 118.015(a), TAC § 181.22(b)(s), HSC 191.0045		\$20.00
Vital Statistics Preservation Fee (BDMCC)	HSC § 191.0045		\$1.00
	TOTAL		\$21.00
EACH ADDITIONAL DEATH CERTIFICATE COPY (Ordered at the same time as Death Certificate)			
County Clerk Fee (CC)	HSC § 191.0045		\$3.00
Vital Statistics Preservation Fee (BDMCC)	HSC § 191.0045		\$1.00
	TOTAL		\$4.00
MILITARY DISCHARGE (DD214)			
FILING	Local Government Code § 192.002(b)		NO CHARGE
CERTIFIED COPY	Texas Government Code § 603.003(a)		NO CHARGE
THANK YOU FOR YOUR SERVICE!!			
WILLS FOR SAFEKEEPING			
Filing Fee (CC)	Local Government Code § 118.052(3)(E)		\$5.00
Records Management (RMF)	Local Government Code § 118.052(3)(G)		\$5.00
	TOTAL		\$10.00