



SCHEDULE OF RECORDING FEES

Effective Date: December 1, 2017

(55 ILCS 5/3-5018 & 55 ILCS 5/3-5018.1)

18 N County St – 6th Floor
Waukegan, IL 60085-4358
Phone: (847) 377-2575
FAX: (847) 984-5860

START HERE TO DETERMINE THE RECORDING FEE FOR EACH DOCUMENT

YES NO

- Is the document a Federal or State lien (or release of lien) filing? (770 ILCS 110/5)
 Is the document a UCC Termination Statement? (Public Act 89-503 effective January 1, 1997)

If you checked either YES box, the recording fee is \$43

YES NO

- Is the document a UCC-1 or UCC-3 filing? (Public Act 89-503 effective January 1, 1997)

If you checked the YES box, the recording fee is \$58

YES NO

- Is the document a standalone plat larger than 8½" x 14", but no larger than 30" x 36"?
 Does the document have any attachment stapled or otherwise affixed to any page?
 Does the document create a division of a parcel with an existing tax parcel identification number?
 Does the document make specific reference to more than 5 tax parcel identification numbers?
 Does the document make specific reference to more than 5 other document numbers?

Continue with next set of questions if you answered NO to all five of the questions above - otherwise, skip to the NON-STANDARD DOCUMENT QUESTION SECTION.

YES NO

- Does the document consist of one or more individual sheets measuring 8½" x 11", not permanently bound and not a continuous form? *NOTE: Check the YES box if exhibits are attached, but are no larger than 11" x 17" in size. Check the NO box if exhibits are attached and they are larger than 11" x 17" in size.*
 Is the document legibly printed in black ink, by hand, type, or computer? Signatures and dates may be in contrasting colors if they will reproduce clearly.
 Does the document have a clean margin of at least one-half inch on the top, the bottom, and each side? Margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.
 Does the first page of the document contain a blank space, measuring at least 3" x 5", from the upper right corner?

Continue with next question if you answered YES to all four of the questions above – otherwise, skip to the NON-STANDARD DOCUMENT QUESTION SECTION.

YES NO

- Is the "standard document" submitter a Federal, State, or local government agency?

If you checked the YES box, the recording fee is \$50

If you checked the NO box, the recording fee is \$60

NON-STANDARD DOCUMENT QUESTION SECTION

ANSWER THIS QUESTION ONLY IF YOU WERE DIRECTED TO THIS SECTION

YES NO

- Is the "non-standard document" submitter a Federal, State, or local government agency?

If you checked the YES box, the recording fee is \$62

If you checked the NO box, the recording fee is \$72

Fees include a \$15.00 charge for Automation Fund, a \$23.00 charge for Geographic Information System (GIS) Fund and may include a \$10.00 surcharge for the Rental Housing Support Program Act



SCHEDULE OF COPY FEES

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FEES FOR COPIES

Document copied on letter (8½" x 11"),
legal (8½" x 14") or ledger (11" x 17") paper \$1.00 per page

- *This includes printed screen shots, search result summary pages or similar.*
- *This also includes any documents/pages, such as tax bills or tax maps printed from our public search or front counter area terminals.*

COPIES OF PLATS

Paper copy of plat \$5.00 per page

Individual plat image sent via e-mail (TIF or PDF format) \$5.00 per image (page)

Individual plat image via CD-ROM or FTP download (TIF
or PDF format) on a regular basis (i.e. daily, weekly or
monthly) \$10.00 CD/FTP production fee
plus
\$5.00 per image (page)

COPIES OF REAL ESTATE TRANSFER TAX DECLARATION FORMS (PTAX-203)

All PTAX-203 Real Estate Transfer Tax Declaration forms
for deeds recorded since May 1, 2002 are now available \$1.00 per page

DIGITAL IMAGES ON CD-ROM OR FTP DOWNLOAD

Processed by complete recording date (TIF format) \$.31 per document

CERTIFIED COPIES (55 ILCS 5/3-5018)

NOTE - Large quantity orders may require a \$10.00 processing fee

Standard Documents \$50.00

Non-Standard Documents \$62.00

UCC Documents Same as recording fee

UCC-11 SEARCH REQUEST

\$10.00 per debtor/address

CERTIFICATES OF MILITARY DISCHARGE SERVICE RECORDS - DD214's

Recording No charge

Copies (regular or certified) No charge

No additional postage costs will be charged