

# YAVAPAI COUNTY RECORDER FEE SCHEDULE



1015 Fair Street, Room 228  
Prescott 86305  
(928) 771-3244  
[web.recorder@yavapaiaz.gov](mailto:web.recorder@yavapaiaz.gov)

10 S 6<sup>th</sup> St  
Cottonwood 86334  
(928) 639-5807

**EFFECTIVE JULY 1, 2019**

## DOCUMENT RECORDING

ALL INSTRUMENTS <i>(includes Affidavit of Property Value, extra indexing, state surcharge &amp; return postage fees)</i>	\$30.00
Government Agencies <i>(when fees paid out of public funds)</i>	\$15.00
*Maps, Plats, & Land Surveys (must be reproducible mylar or paper)	
first page/each add'l page	\$24.00/\$20.00
Government Agencies – first page/each add'l page	\$14.00/\$10.00
Military Discharges (includes three (3) certified copies)	FREE

\*Subdivisions: 36" x 24" with left margin of 2", accurate scale not exceeding 200' = 1"

\*Land Survey: 24" x 18" and 36" x 24" with left margin of 2", accurate scale not exceeding 300' = 1"

\*Any map NOT exceeding 8-1/2" x 14" may only be recorded as an attachment to a document an "Exhibit". Standard fees will be charged. There are no special requirements as to scale or material for Exhibits, however, they will NOT BE INDEXED as a map.

## COPIES OF RECORDS

Documents (Deeds, Mining Claims, etc.) per page	\$1.00
Maps, Plats & Land Surveys per page – 24x18 or 36x24 / 11x17 or smaller	\$4.00 /\$1.00
Certification Fee for each document	\$3.00
Government Agencies per page / certification each document	\$.50 /\$1.50
Military Discharges	FREE

## OPTIONS TO RECORD A DOCUMENT AND PURCHASE COPIES

- In-person in Prescott at 1015 Fair St, Room 228, or Cottonwood at 10 S 6<sup>th</sup> St
- Using our Self-Service Online Search at <https://yavapaiaz.gov/recorder/search-recorded-documents>
  - To record a document, use the Web Recording option [Packages Dashboard \(tylerportico.com\)](https://tylerportico.com)
- Request in writing or use an official copy request form: [Official Copy Request Form](#) and mail with your payment to Yavapai County Recorder, 1015 Fair St, Room 228, Prescott, AZ 86305. You must include a self-addressed stamped envelope large enough to accommodate the size of the order. Make checks payable to Yavapai County Recorder.

**Please be advised that the Yavapai County Recorder's Office may refer suspicious documents to the Federal Bureau of Investigation or other appropriate law enforcement agency.**

A.R.S. §39-161 states as follows:

"Presentment of false instrument for filing; classification:

A person who acknowledges, certifies, notarizes, procures or offers to be filed, registered or recorded in a public office in this state an instrument he knows to be false or forged, which, if genuine, could be filed, registered or recorded under any law of this state or the United States, or in compliance with established procedure is guilty of a class 6 felony. As used in this section 'instrument' includes a written instrument as defined in section 13-2001."

*Pursuant to amendment A.R.S. 11-475 Recording Fee Increase; notification required*

*Updated 02/08/2023*