

# Recording Information and Fees

## Before Recording Instruments:

- A 3 x 3-inch space at the top right-hand corner on the first page and a 1 x 3-inch space at the top left-hand corner on each subsequent page are reserved for use by the Clerk of Court F.S. 695.26(e).
- Please ensure your document(s) are prepared according to applicable law. Clerks are unable to provide guidance. F.S. 454.23
- Effective January 1, 2024, the Preparer, Grantor(s), Grantee(s), Witness(es) and Notary signature(s): Name(s) and address(es) of Grantor(s) and Witness(es) must be legibly printed, typed, or stamped beneath signature(s).
- The prepared by section must include the name and address of the individual who prepared the document.
- The Notary section must include the notary’s signature and stamp with the expiration date.
- Accepted Payment Types: Cash, Checks (no starter check), Cashier’s Checks, Money Order, Credit or Debit Cards.
- Make all checks payable to: St Johns County Clerk of Court
- Mailing Address: **St Johns County Clerk of Court and County Comptroller**

**Attn: Recording**  
**4010 Lewis Speedway**  
**St Augustine, FL 32084**

## Official Records Fee Schedule

Services	Details	Fees
Certified Copy	Per Certification: F.S. 28.24 (4) (with per page copy fee)	\$2.00
Copy (Non-Certified)	Per Page, no larger than 8.5" x 14" F.S. 28.24 (6)(a)	\$1.00
	Per Page, larger than 8.5" x 14" F.S. 28.24 (6)(b)	\$5.00
Documentary Stamp Tax	On Real Estate Conveyance, per \$100.00 of consideration, rounded to the nearest hundred: F.S. 199.145 (Ex \$50,050 = \$50,100)	\$0.70

Documentary Stamp Tax	On Obligations to pay money, per \$100.00 of indebtedness, rounded to the nearest hundred:	\$0.35
Declaration of Domicile	Preparing & Recording: F.S. 28.24	\$15.00
Indexing	Name indexing instruments for recording with more than 4 entries, per additional name: F.S. 28.24 (13) (c)	\$1.00
Intangible Tax	2 mills per \$1.00 obligation: F.S. 199.133 & 201.17	\$0.002
Marriage Ceremony	Solemnizing Matrimony: F.S. 28.24 (25)	\$30.00
Marriage License (with Premarital Course Certificate, course provider must be registered with St Johns County Clerk of Court)	Issue Marriage License: F.S. 741.01 & 741.02	\$61.00
Marriage License (without Premarital Course Certificate)	Issue Marriage License: F.S. 741.01 & 741.02	\$86.00
Notary Public	Notarizing the signature(s) per document F.S. 117.05 (2) (a). (Excluding Court and Probate documents)	\$3.00
Plats/Condos: Examining, Certifying & Recording	Over 8.5" x 14" – 1 <sup>st</sup> page F.S. 28.24 (12) (a)	\$30.00
	Each additional page F.S. 28.24 (12) (b)	\$15.00
Recording Fee	First Page F.S. 28.24 (13)	\$10.00
	Each additional page F.S. 28.24 (13)	\$8.50
Searches	Per year, per name 28.24 (21)	\$2.00

## Mail-In Recordings

For your convenience, you may mail your official documents, along with a Recording Cover Sheet, and a self-addressed stamped envelope to the Clerk's Office for recording. Please be sure you send the original documents for recording - copies **cannot** be accepted.

If paying by mail, the Clerk can accept a money order, personal check, business check, or cashier's check made payable to the "St Johns County Clerk of Court and County

Comptroller.” Please also include a self-addressed stamped envelope for the prompt return of your documents. Mail your documents and payment to:

**St Johns County Clerk of the Circuit Court and County Comptroller**

**Attention: Recording Division**

**4010 Lewis Speedway**

**St Augustine, FL 32084**

After we scan and record your documents, we will return them to you if the documents are accompanied by a self-addressed stamped envelope or other mailing method with postage previously paid. If your documents are not accompanied by a self-addressed stamped envelope for return, we will make an effort to contact you to resolve the return of your documents.

## **eRecording**

eRecording allows customers to securely submit documents online by using an approved vendor to upload the document to the Clerk’s Office. **When eRecording documents they must be submitted through a third-party vendor.** The available vendors are listed below. The Clerk’s Office cannot recommend or endorse specific vendors.

[CSC eRecording Systems](#) (866) 652-0111

[e-Docs](#) (888) 973-3627

[eRecording Partners](#) (407)-450-4124

[Indecomm](#) (704)-412-3179

[Simplifile](#) (925)-227-7000

## **Office Information**

### **Recording Division**

#### **Office Hours**

Monday through Friday (excluding holidays) 8:00 a.m. - 5:00 p.m.

**Phone**

(904)-819-3600