

## **How to File a Document for Public Record**

1. To file a document with the County Clerk's Office:

You may walk in to County Clerk's Northeast and Ysleta Annex offices or book an appointment for the Downtown Office. The Downtown office will be assisting with all recording services by appointment only.

- You may schedule an appointment by sending an e-mail request to [Recording@epcounty.com](mailto:Recording@epcounty.com) or by calling (915) 546-2074.
- Appointments are scheduled every 30 minutes and are available between 8:30 A.M. and 4:30 P.M.
- For more information, please click the link below:  
**[RECORDING DIVISION](#)**

2. You may record your document by mail. Once the documents have been processed, our office will mail back the original one to you.

It is recommended to provide a self-addressed envelope, or a cover letter indicating the preferred return address.

3. If requesting certified copies for documents that have yet to be recorded, please increase page count by one to account for extra recorded page.

Example:

Unrecorded document is 5 pages

Once recorded, document will be 6 pages due to recording stamp.

Please contact the Recording Division at [Recording@epcounty.com](mailto:Recording@epcounty.com) for any additional questions.

### **Recording Fees**

\$26 for first page, \$4 per each additional page.

Each name to be indexed in excess of five names is 25 cents extra.

A certified copy is \$5, plus \$1 for each additional page.

You may pay with Cashier's checks, Business checks, or Money orders are acceptable made payable to "El Paso County Clerk, County of El Paso, El Paso County, or County Clerk(s)."

### **Mailing Address**

El Paso County Clerk's Office

Attention: Recording Division

500 E. San Antonio Ste. 105

El Paso, Texas 79901

## **Filing Requirements**

- Specifications for documents pursuant to LCG 191.007 (b)
- Documents must be letter or legal sized.
  - No wider than 8.5” & no longer than 14”
- Font must be clear and legible with an 8pt font or larger
- All documents must have a document title and header on the first page
- Names legibly typed or printed under each signature
- Black type face on white background
- Must be in English Language or accompanied by a certified translation  
*-Texas property Code 11.002*
- Must include original signatures and be notarized- *Texas Property Code 12.0011*
- Correction Affidavits must be presented to make corrections to previous filings. Copy or original documents may be attached as exhibit. – *Texas Property Code 5.0028*