

Open Records and Notary Fee Policy

All fees charged are set in compliance with the *Texas Administrative Codes, Title 1, Part 3, Chapter 70*. In general, charges for copies of public information are to recover the cost of materials, labor, and overhead.

Service / Item	Fee
Standard-size paper copy	0.10
Rewritable CD (CD-RW)	\$1.00
Non-rewritable CD (CD-R)	\$1.00
Digital video disc (DVD)	\$3.00
Other electronic media	Actual Cost
Oversize Paper copy	0.50
Other Specialty paper	Actual cost
Labor charge	15.00/hr
Overhead charge	20% of labor charge
Remote document retrieval charge	Labor charge
Computer resource-Client/Server	2.20/clock hour
Computer resource-PC or LAN	1.00/clock hour
Miscellaneous supplies	Actual cost
Postage and Shipping	Actual cost
Other (e.g. credit card transaction fee)	Actual cost

Notary Services Fees

Notary service fees are set in compliance with *Texas Government Code Section 406.024*.

Document	Fee
Protesting a bill or note for nonacceptance of payment	\$4.00
Notice of protest	\$1.00
All other protests	\$4.00
Certificate and seal to a protest	\$4.00
Acknowledging a proof or deed**	\$6.00
Administering an oath or affirmation with a certificate or seal	\$6.00
Any other certificate or seal	\$6.00
Any notarial act not provided for	\$6.00

**Indicates that a \$1.00 shall be charged for each additional customer signature on the proof or deed.