

The Office of the Schuylkill County Recorder of Deeds

Tax parcel ID number certification stamp is required on all deeds, mortgages, assignment of rents, subdivision maps, easements, right of way, mining permits and consents, and land leases, declaration-of-acquisition, ACT-43, ACT-319 and any other type of document containing a legal description/parcel number/map. This certification is handled by the Schuylkill County Tax Assessment office. They charge and collect a **separate \$20/per parcel ID number – per document**, for this certification stamp and it must be completed prior to recording. Contact their office for further questions regarding their UPI parcel certification at 570-628-1025.

As of 2016 we do not accept personal checks or personal business checks. We will accept a licensed law firm check, certified bank checks, money orders, and CASH. Acceptable checks should be made payable to: **Schuylkill County Recorder of Deeds.**

Any documents that are rejected for any reason will incur a \$3 rejection/return fee **when sent-in by mail, UPS or FedEx.** If mailing, UPS, FedEx, you the submitter must provide a self-addressed stamped envelope for return of all documents submitted for recording.

Please utilize online e-Recording if available to you. It combines both Recorders & Tax Assessment process for recording. It saves time and postage and eliminates rejection/return fee charges.

All maps submitted for recording require a minimum of 2 complete original sets be submitted and kept by the Schuylkill County Recorder of Deeds. See fees on fee chart. The 2nd set can be picked up by the submitter in roughly 90 days at no charge. All subdivisions must start at county planning & zoning office, then local municipalities must sign-off-approve them withing 90 days of recording, all maps subject to the Tax Assessment Office UPI-parcel-certification. Our map fees start at \$35 for a single page map, additional pages are \$10 each. Carry copy stamps are \$3 each. Plat-maps do not require planning & zoning, and fall under the same fees.

Document copy requests mailed out process.....requester must supply valid book & page number of the document, and as long as the document is less than 40 pages the fee is \$8.50/each for uncertified, and \$10/each for certified copy. Requester must also supply a postage-pre-paid return envelope of correct size. Cash, certified-bank-cashier-check, money-orders are acceptable payment for these copies.

Our online searchable database is <https://www.uslandrecords.com> To access this database you will need a computer, internet access, printer and a credit-card. They charge a minimum \$12 per day access plus \$1 per page printing. Please read their instructions. We cannot issue refunds for any online copy transactions. This database is only certified back to 1954.

We do not supply forms or instruct preparation or correction of any legal documents. We do not perform any types of real-estate searches nor can we certify that any property is free and clear. We do not provide any legal advice/instructions. We do not notarize any documents. We do not issue refunds under any circumstances.

SCHUYLKILL COUNTY
FEE SCHEDULE EFFECTIVE November 17th 2025

DOCUMENT	FEE	ADD'L PAGE OVER 4TH	ADD'L NAME OVER 4TH
Deeds and Mortgages Includes 4 pages 4 names	\$87.75 plus 2% transfer tax if applicable.	\$4.00	\$1.00
Assignment of Mortgage Includes 4 pages 4 names	\$61.75	\$2.00	\$0.50
Satisfaction Piece Includes 4 pages no name count	\$61.75	\$2.00	
Release of Mortgage Includes 4 pages 4 names	\$61.75	\$2.00	\$0.50
Assignment of Rents Includes 4 pages 4 names	\$18.50	\$2.00	\$0.50
Release Includes 4 pages 4 names	\$20.50	\$2.00	\$0.50
Termination Includes 4 pages 4 names	\$20.50	\$2.00	\$0.50
Right of Way Includes 4 pages 4 names	\$18.50	\$2.00	\$0.50
Easement Includes 4 pages 4 names	\$59.75	\$2.00	\$0.50
Bill of Sale Deed Includes 4 pages 4 names	\$72.75 plus 2% transfer tax if applicable	\$4.00	\$1.00
Subordination of Mtge Includes 4 pages 4 names	\$20.50	\$2.00	\$0.50
Mtge Modifications Includes 4 pages 4 names	\$20.50	\$2.00	\$0.50
Power of Attorney Includes 4 pages 4 names	\$18.50	\$2.00	\$0.50
Notary Public Bond & Commission includes 4 pages	\$38.50	\$2.00	
Agreements Includes 4 pages 4 names	\$18.50	\$2.00	\$0.50
Maps	\$35.00	\$10.00 + \$3.00 each carry stamp per set	
Highway Maps	\$15.00	\$3.00 + \$3.00 each carry stamp per set	
Financing Statements	\$100.00		
30 Yr Lease w/Taxation Includes 4 pages 4 names	\$59.75 plus transfer tax of 2% of fair market value	\$2.00	\$0.50
PA. Rev-1728 Declar-acquisition	\$ 87.75 plus transfer tax of 2% of fair market value	\$ 4.00	\$ 1.00
Lease less than 30 Yrs Includes 4 pages 4 names	\$18.50	\$2.00	\$0.50