

Recording & Filing FAQ's

The Curry County Clerk's Office is located at 417 Gidding, Suite 130, Clovis, NM 88101. The Clerk's Office records various documents, such as: Deeds, Real Estate Contracts, and other purchase or transfer of real property documents. We also record State and Federal Liens, Military Discharge papers (DD-214), Liens and Release of Liens, Mortgages, Living Trusts, Power of Attorney, Deeds of Trust, Plats, Boundary Surveys, and Transcripts of Judgment, just to name a few.

Q. What happens to my document when it is presented for recording?

A. If the document is complete, and the proper fees are attached, our office will accept the document and make it part of the permanent public record. The document is optically scanned and all pertinent information is indexed. The original document is mailed back to the address indicated. If the original document is ever lost or misplaced, a certified copy may be obtained from our office.

Q. What are the recording fees?

A. The Recording and Filing fees are \$25.00, for the first ten index entries, regardless of the number of pages. Each additional block of ten index entries is another \$25.00. If you have a more specific question regarding fees, please give us a call at (575) 763-5591.

Q. Does your office supply blank forms to prepare documents for recording, i.e. Warranty Deeds, Power of Attorney, Mechanics Liens, etc.?

A. No. The Clerk's office does not provide legal forms.

Q. Can I obtain copies of recorded documents?

A. Yes, copies of recorded documents are available for purchase. Copies are available for \$1.00 per page. Those certified as being true and correct copies from the Clerk's records are available for \$1.00 per page, plus an additional certification fee of \$1.50. Certified copies of marriage records are \$2.50. Requests by mail must include: the date/year of recording, the names of the individuals on the document, the document type, and payment. Please make check or money order payable to: Curry County Clerk.

Q. Is there any information on recorded documents online?

A. Our office has an internet portal, "County Records Lookup" where you can access the index information (grantor, grantee, recording date, legal description); however online index records are only available from 1986 to present.

Q. Can you tell me the selling price of a piece of property?

A. No. The State of New Mexico is a non-disclosure state; therefore, the selling price is not disclosed on any deed.

Q. How can I find out more information about a house for sale, a house in foreclosure, or a tax sale property?

A. Anyone can access the ownership records by coming into the Clerk's Office and using the Public Search Terminals. You need to know the owner's name and/or the legal description of the property. Our office assumes no liability for searches conducted by customers. On property being sold for back taxes, please contact the State of NM Taxation and Revenue Department – Property Tax Division – Delinquent Property Tax Bureau at (505) 827-0883 or visit their website.

Q. What type of Deed must I use to transfer property (Warranty Deed, Special Warranty Deed or Quitclaim Deed)?

A. The Clerk's Office records deeds. We do not draft deeds, nor can property be transferred without one. If you wish to transfer your property, it is recommended that you seek the assistance of an attorney or a title company. Blank forms may also be found at an office supply or stationary store. You can draft the document yourself, if you wish.

Q. Can the Clerk's Office search the records and tell me who owns a particular piece of real estate and whether there are any mortgages or liens on the property?

A. The staff in the Clerk's Office are not bonded or licensed to conduct official in-depth real estate searches. Please contact a title company for assistance with official in-depth real estate searches. You can also visit our Public Room to conduct your own searches.

Q. Where do I file Land Survey Plats?

A. Land Survey Plats are filed in the Clerk's Office. The cost is \$25.00, per Plat. The original Land Survey Plat is recorded, scanned and returned.

Q. Does the County Clerk's Office record Discharge Papers (DD214's)?

A. Yes. Military Discharge papers are recorded at no charge in the Clerk's Office.

Q. Where can I get an Apostille?

A. The Office of the Secretary of State is the only office in New Mexico authorized to issue a certification, or apostille, for a notarized document going to a foreign country. The NM SOS also issues certifications and apostilles for other public documents issued by government agencies, including those issued by County Clerks and the New Mexico State Registrar of Vital Records. Please click here to visit the NM SOS website or call (505) 827-3600, for more information about apostilles.

Q. Does the Clerk's Office have Birth and Death Certificate Records?

A. No, the Clerk's office cannot provide copies of birth or death certificates. You can obtain these copies from the NM State Vital Statistics Bureau. For more information on obtaining copies or questions regarding these records, please call (505) 827-0121, or you can stop by the local Department of Health office located at 1216 Cameo Street, Clovis, NM.

Q. Does the Clerk's Office provide notary services? If so, what is the cost?

A. Yes. We have several notaries available, and there is a \$5.00 per notary for this service. Please bring identification with you before signing any documents needing notarization.

Q. How do I find taxation and assessment information about my property?

A. The County Assessor's Office maintains this information. The Assessor's Office is located at 417 Gidding, Suite 160, Clovis, NM 88101, or you can give them a call at (575) 763- 5731.

Q. Where do I pay my property taxes?

A. Property taxes are paid to the Curry County Treasurer. The Treasurer's Office is located at 417 Gidding, Suite 150, Clovis, NM 88101.