



How to File a Document

1. To file a document with the County Clerk's Office, you may walk in to the County Clerk's Office or mail in original documents with an acceptable form of payment to the main office at 500 E. San Antonio Ste. 105 El Paso, Texas 79901.
2. 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 for any additional questions

Recording Fees

\$25 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*