



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 PO Box 58 Sierra Blanca, Texas 79851.
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.

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: Hudspeth County Clerk

Mailing Address

Hudspeth County Clerk's Office
Attention: Recording Division
PO Box 58
109 Millican St.
Sierra Blanca, Texas 79851

Filing Requirements

- Specifications for documents pursuant to LCG 191.007 (b)
- Documents must be letter or legal sized. o 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