

**We hope this sheet answers your question(s). If not please contact the Clerk's office during regular business hours.**

**Here are a few of the most commonly asked questions.**

**Q. *As a new property owner in Rio Arriba, where do I go, and what steps should I take to record my ownership documents of a piece of property?***

- A.** Go to the County Clerk's Office located at:  
7 Main Street, Tierra Amarilla, New Mexico 8:00 a.m. to 5:00 p.m.  
-or-  
1122 Industrial Park Road, Española, New Mexico 8:00 a.m. to 4:30 p.m.

**Q. *Can I record a copy, or must I record the original document?***

- A.** The County Clerk's Office requires the original document, which must be notarized. The original document is returned to you after it is recorded.

**Q. *Can I obtain copies of recorded documents?***

- A.** Yes. Copies of recorded documents are available for purchase. Those certified as being true and correct copies from the County Clerk's records are certified for an additional \$1.00. Copies are \$1.00 per page. Certified copies of marriage records are \$2.50.

**Q. *Can the County Clerk's Office search 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 County Clerk's staff will not process detailed real estate searches. The Assessor's Office can assist you with property ownership. For detailed searches contact a Title Co. for assistance. The County Clerk's Office also provides a computer and public search area for customers who wish to conduct searches on public information. Locations are: 7 Main Street, Tierra Amarilla, New Mexico **or** 1122 Industrial Park Road, Española, New Mexico.

**Q. *Can the County Clerk's staff locate the property owner's name if given a legal description of the property?***

- A.** No. The County Clerk's information is indexed by grantors and grantees (sellers and buyers).

**Q. *Can the County Clerk's staff tell whether there are any liens on my property?***

- A.** Yes. The Clerk's Staff can assist you with any questions regarding real estate and public record.

**Q. *Are copies of subdivision maps available in the County Clerk's Office?***

- A.** Yes. If the map has been submitted for recording they are filed and indexed. Copies may be Purchased. Charges are from \$1.00 - \$10.00, per page depending on the size.

**Q. *A lien has been placed on my property. I have paid off the note, how do I remove the lien from the County Clerk's record?***

- A.** Even after the debt has been paid; a record of the lien will remain. A Release of the lien must be filed by the person or company who first filed the lien, stating that the lien has been paid or satisfied.

**Q. *If there is a lien on my property, what information will the Clerk's records contain?***

- A.** A recorded copy of the lien may be viewed or purchased at the Clerk's Office. Any additional information should be obtained from the lien holder.

**Q.** *Whom should I call with additional questions about public records at the County Clerk's Office?*

**A.** Call the County Clerk's Office at either location:  
575-588-7724 Tierra Amarilla  
505-753-1780 Española

**Q.** *Can payments be made with debit or credit cards?*

**A.** No. The Clerk's Office accepts cash, check or money order.

***Other frequently asked questions:***

**Marriage Licenses:** By law, the County Clerk's Office is the only agency permitted to issue marriage licenses. All marriage license applications are permanently filed, as are marriage records.

**Business Licenses:** First time applicants and **Annual Renewal** begin with the Planning & Zoning Department.

**Maintenance of County Records:** As ex-officio Clerk of the Board of County Commissioners, the Clerk is responsible for recording and maintaining all minutes of the County Commission. These are available for public access and research.