



CITY-WIDE PUBLIC RECORDS AND DOCUMENT SERVICES FEE SCHEDULE

Effective Date: August 13, 2024

GENERAL		
Type	Service	Fee (per unit)
Administering an oath or affirmation without a signature	Charge per document.	\$ 7.50
Black & White Documents (Non-Custom) 8.5X11 8.5X14 11X17 24X36 36X48 (and larger)	Routine search and copy	\$.10 \$.15 \$.20 \$ 2.00 \$ 5.00
Color Documents (Non-Custom) 8.5X11 8.5X14 11X17 24X36 36X48 (and larger)	Routine search and copy	\$.10 \$.15 \$.20 \$ 3.00 \$ 5.00
Black & White Photo (Non-Custom) Copy paper Photo paper	Routine search and copy	\$.10 \$.20
Color Photo (Non-Custom) Copy paper Photo paper	Routine search and copy	\$.10 \$.20
Certified Copy	Charge per document.	\$ 7.50
Compact disc, DVD, other audio or video media	Charge for media only.	\$ 1.00
Minutes/Recordings	Copies of minutes or audio recordings of public meetings.	No charge
Medical Record		\$.60
Mylar	Charge for media only.	\$ 15.00
Police Background Check	Charge per background.	\$10.00
Police Reports	Copies of Henderson Police Report. Charge per report for each incident number. Includes calls for service.	\$10.00



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Type	Service	Fee (per unit)
Police Fingerprint Card	Charge per card.	\$10.00 for first, \$5.00 for each additional
Postage	USPS or certified w/receipt.	Current Rate
Notary Services	Charge per document.	
Acknowledgment, first signature of each signer		\$ 15.00
Each additional signature of each signer		\$ 7.50
Jurat, each signature on the affidavit		\$ 15.00
Research Fee	Fee is assessed in 30 minute increments *An estimate will be provided to the requestor if it is determined extraordinary research is required, a deposit may be required.	Charged at the actual hourly rate of the position(s) required to conduct the research.*
Video Technology Fee	Charge per video redacted.	\$75.00

Any Department Director may approve the waiver of fees.

The City of Henderson web site address is <http://www.cityofhenderson.com>
 Many public records are available for inspection at no charge.