

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

Commonly asked questions:

Q. As a new property owner in Rio Arriba, where do I go to record my ownership documents?

*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.
If you are recording a copy and not the original, the copy must be accompanied by an affidavit.
Please See House Bill 293 Located on the Clerk's Website under "Click here for".*

Q. Can I obtain copies of recorded documents?

*A. Yes. Copies of recorded documents are available for purchase.
Cost: \$1.00 per page and an additional \$1.00 if you would like your document certified.
Certified copies of marriage records are \$2.50.
Probate copies are .50 cents per page*

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 Company 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 a courtesy look up. However, if you want a detailed search please contact a Title Company.

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 for \$1.00.

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 NM
505-753-1780 Española NM*

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

A. Yes. With a convenience fee.

Please Note:

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.