

General Recording Requirements

Documents presented for recording in the Register of Deeds office must be original signatures, properly notarized, and of sufficient legibility so as to produce a clear and legible reproduction and scan. There must be a legal description, this typically includes a lot, block, number and division or subdivision name along with the town for platted property. Un-platted areas usually contain section, township, and range numbers with whatever quarter section it would involve.

When a document is recorded in our office, it is assigned a book and page number and a time of recording when entered into our Document Pro program. The document is photocopied and the document is also scanned into the Document program. The document is indexed in several ways to allow for future retrieval and the original document is returned to the sender.