

# Recording Documents

## General Recording Requirements

- Every document must be an original or certified copy, no larger than 8 ½" X 14" size
- The printed, written, or typed words must be considered legible
- A font that is equal to or larger than a 10 pitch Calibri font must be used, unless the form was issued by a government agency
- Documents must have a 1-inch margin at either the top, bottom, or side of each page
- A 3" margin across the top of the first page for recording information (see Recording Fees page)
- No shading, color or aerial photo attachments will be accepted
  - Per Attorney General opinion [2017-L-03](#), County Recorders will not record any documents that have exhibits or attachments containing a map, survey or drawing, unless it includes the signature and seal of a registered professional land surveyor
- All dates must be filled in
- Social Security Numbers must be redacted before recorded
- Adequate county legal description that is not abbreviated
- All signatures must be original handwritten
- All original documents must be notarized unless it is an instrument entitled to record without acknowledgment provided for in [NDCC 47-19-02](#)

## Deeds – Additional Requirements

- [Full Consideration Statements](#) (not required on a Mineral Deed or a Transfer on Death Deed)
- Address of the grantee
- Name and address of drafter of a legal description executed in the State of ND on or after 1/1/2000 that contains a metes and bounds legal description ([NDCC 47-19-03.1](#)); in the form of "This legal description was prepared by (name) (address)." Or "The legal description was obtained from a previously recorded instrument."
- All property taxes must be paid in full before a deed can be transferred. (not required on a Mineral Deed, Personal Representatives Deed or a Transfer on Death Deed)

## Mortgages – Additional Requirements

- Address of the mortgagee(s)
- Address of the assignee(s) on an assignment of mortgage

## Subdivision Plats & Auditor Lot Plats

- Must be eRecorded
- Size requirement for a Subdivision plat is 22" X 34". An Auditor plat needs to be no larger than 8 ½" X 14"
- No shading or aerial photos will be accepted

## **Surveys**

- Must be no larger than 8 ½" X 14"
- Must have Surveyor's signature/initials over the Surveyor's seal & a full notary acknowledgment

## **Corner Monument Record**

- Must be no larger than 8 ½" X 14"
- Must have Surveyor's signature/initials over the Surveyor's seal
- Paper should be a good bond stock weighing not less than 16 pounds