



Recording Documents
County Recorder's Annual Conference
April 2018

Requirements for Filing

- Demand of fees – IC 36-2-11-6
- Record in order received all instruments that are proper for recording. IC 36-2-11-8



Recording Requirements



- Form of the record
 - Paper – IC 36-2-11-16.5
 - Microfilm
 - Electronic - IC 32-21-2.5 for recording property

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Recording Requirements



- Auditor Certification – IC 36-2-11-14
- Mobile Home Contracts – IC 36-2-11-14.5

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Recording Requirements



- Name of person – IC 36-2-11-15
- Signatures – IC 36-2-11-16
 - Affidavits
 - Copies

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Recording Requirements



- UCC Filings
 - Fee must be paid
 - Rejection of filing – IC 26-1-9.1-516

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NOTARIES

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Notaries



- IC 33-42-2-7
- “(a) For purposes of Article 2, Section 9 of the Constitution of the State of Indiana, notary public is not a lucrative office”

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Notaries



- IC 33-42-2-7:
- “(b) A person who is a public official, or a deputy...may not make any charge for services as a notary in connection with any official business of that office”

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Notarized Documents



- Use of the Notary Seal – IC 33-42-2-4
- Printed name of Notary on documents – IC 33-42-2-9
- Seal must include – IC 33-42-10-2

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OFFICIAL BONDS

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Public Official Bonds



- IC 5-4-1-18(d)
 - Minimum Amounts
 - Blanket bonds and Crime Policy
 - Bond Terms
 - Memo from SBOA issued October 22, 2015

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