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

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

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

• Affidavits
• Copies

Recording Requirements

• UCC Filings

• Fee must be paid
• Rejection of filing – IC 26-1-9.1-516
• 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”
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”

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
OFFICIAL BONDS

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