

**Recording Requirements
(Indiana)**

- 1. Original document or copy that has been marked “copy”**
- 2. First & last page has to have a two (2) inch margin at the top and bottom of the page or there is a additional charge of one dollar (\$1.00) each for the first and / or last page.**
- 3. For each type of document has a charge, please refer to our price list (Price List Page)**
- 4. Document signatures must also have printed name**
- 5. Person who prepares the document must have their name on the document: “Statement prepared by:”**
- 6. For the document to be returned please send a self addressed stamped envelope with the document.
If it is a large document please send proper size envelope**
- 7. Documents must have a signed affirmation statement stating there are no social security numbers on the document:
“I AFFIRM UNDER THE PENALTIES FOR PERJURY,
THAT I HAVE TAKEN REASONABLE CARE TO
REDACT EACH SOCIAL SECURITY NUMBER IN
THIS DOCUMENT, UNLESS REQUIRED BY LAW.

_____ (Signature) _____”**
- 8. Notary Name, Notary Seal, Expiration Date & County of Residence must be on documents. Notary’s signed and printed name *are* required.**

