

# DEPARTMENT OF NATURAL RESOURCES RECORDER'S OFFICE

## MINIMUM RECORDING REQUIREMENTS

AS 40.17.030; 11 AAC 06.040

Generically speaking, the State of Alaska is concerned with the following minimum recording criteria for a document.

It is the responsibility of the individual submitting a document to ensure that these criteria are addressed.

The following information is stated in terms of compliance with **minimum recording criteria only**, not document execution requirements or other requirements concerning legal validity.

<b>Document Size and Media</b>	Documents must be submitted on OPAQUE WHITE paper stock no larger than 8.5" x 14" in size. AS 40.17.030(d); 11 AAC 06.040(a)(10)
<b>Margins; Font Size; Paper</b>	Document must have a <b>two-inch</b> margin at top of first page, <b>one-inch</b> margins on all remaining sides & on all additional pages of same document. A \$50 Non-Standard ( <b>NS</b> ) document fee can be paid in addition to the recording fee if a document can't meet the margin requirements. <b>Please note:</b> Taping, gluing, or stapling one page onto a bigger page to meet margins requirements is not acceptable & you will be charged the NS fee if submitted in this fashion. The NS fee will also be charged for documents with two-hole punches at the <b>top</b> of any page. Font size must be no smaller than 10-point font. ( <a href="#">See Example</a> ) Margin and font requirements do not apply to UCC Fixture documents, Plats, or certified copies from government agencies. AS 40.17.030(a)(3); AS 40.17.030(d); 11 AAC 06.040(a)(3)(A)(B)
<b>Legibility</b>	Document text and images must be of consistent clarity (no broken characters, or severe light/dark zones) to ensure the document can be legibly scanned to film. Avoid color due to scanning issues. AS 40.17.030(a)(2)
<b>Title</b>	Document must have a title reflecting its overall intent. If a title contains multiple functions, it is indexed under only the first function listed unless the submitter requests that it be recorded for each function & pays the additional fees. AS 40.17.030(a)(4); 11 AAC 06.040(a)(5)
<b>Indexing Information</b>	Clearly identify on the document the parties to be indexed. All required indexing information must be in English. AS 40.17.030(a)(5); 11 AAC 06.040(a)(8)
<b>Mailing Addresses</b>	Deed documents must contain complete mailing addresses of all persons who grant or acquire an interest. <b>Exception: Clerk's Deeds do NOT require address for the COURT only (AG opinion)</b> AS 40.17.030(a)(8)
<b>Recording District</b>	Document must include the recording district in which it is to be recorded. This must be clearly stated on the document (i.e. Anchorage Recording District). ( <a href="#">See District Listings</a> ) AS 40.17.030(a)(9); 11 AAC 06.040(a)(12)
<b>Book &amp; Page or Serial Number Reference</b>	Any document that amends, corrects, extends, modifies, assigns, or releases a previously recorded document must contain the book & page or serial number of the prior recording. AS 40.17.030(a)(6); 11 AAC 06.040(a)(9)
<b>Legal Description</b>	On a document where a legal description is present, the legal description must be complete enough that a particular parcel can be geographically located & identified. A legal description is sufficient for purposes of recording if it contains at a minimum a Section, Township, Range, and Meridian designation. In the case of subdivided property, it must include the Lot, Block, Subdivision Name, or Plat number of the parcel. AS 40.17.030(a)(5); 11 AAC 06.040(a)(7)
<b>Signatures/Acknowledgment</b>	Document must be signed, and all signatures present must be originals (unless the document is a copy authorized to be recorded by other law). Conveyances, Powers of Attorney, Contracts for Sale or Purchase of Real Property, and options for the purchase of real property must also be acknowledged. Signature requirements do not apply to UCC Fixture documents. <b>Please Note:</b> Recording staff have no authorization to notarize documents. AS 40.17.030(a)(1); AS 40.17.110(b); 11 AAC 06.040(a)(11)
<b>"Return To" Name &amp; Address</b>	"Return To" must be <b>clearly identified</b> and contain the name <i>and</i> complete mailing address (including zip code) of whom to return the document to after recording. If "Return To" information is in a cover letter, the letter may be recorded with the document (becoming part of the public record), provided the requisite fee is included. Please do not put <b>RETURN TO</b> information outside the margins. AS 40.17.030(a)(7); 11 AAC 06.070
<b>Fee</b>	The appropriate fee should be submitted based on the charges identified on the current fee schedule. ( <a href="#">See Fees</a> ) AS 40.17.030(a)(10); 11 AAC 06.040(a)(4)
<b>Certified Copies</b>	<u>Copies</u> of governmental or court documents must be certified by the appropriate agency to be eligible for recording. Copies certified by any governmental agency are subject only to Legibility, Recording District, "Return To" information, and Fee as outlined above. AS 40.17.030(b); 11 AAC 06.030; 11 AAC 06.040(b)