

NOTICE:

Recorded and/or filed documents and ALL information contained within those instruments become the permanent public record and are available for public viewing and/or purchase.

Preparing Documents

Generically speaking the State of Alaska is concerned with the following minimum recording criteria for any document submitted. It is the responsibility of the individual submitting the document to ensure that this minimum criteria is addressed. AS 40.17.030; 11 AAC 06.040

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

1. Title. 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 submitting party requests that it be recorded for multiple purposes and pays the additional fees.
AS 40.17.030(a)(4); 11 AAC 06.040(a)(5)

2. Legibility. Document text must be of consistent clarity (no broken characters, or severe light and dark zones in text) to ensure that the camera can measure a strong light and dark contrast between text and background.
AS 40.17.030(a)(2);

3. Fee. The appropriate fee should be submitted based on the charges identified on the current fee schedule. ([See Fees](#)).
AS 40.17.030(a)(10); 11 AAC 06.040(a)(4)

4. Indexing Information. Clearly identify on the document the parties (and legal description, if applicable) to be indexed. All required indexing information must be in English.
AS 40.17.030(a)(5); 11 AAC 06.040(a)(8)

5. Recording District. Document must include the recording district in which it is to be recorded. This must be clearly stated on the document.
AS 40.17.030(a)(9); 11 AAC 06.040(a)(12)

6. "Return To" Name and Address. "Return to" information must contain the name *and* complete mailing address (including zip code) of the person to whom the document may be returned 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. Failure to clearly identify the **RETURN TO** information will result in non-acceptance. Please do not put **RETURN TO** information in the margin area of the document.
AS 40.17.030(a)(7)

7. Signatures/Acknowledgment. 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.

AS 40.17.030(a)(1); AS 40.17.110(b); 11 AAC 06.040(a)(11)

8. Mailing Addresses. Deed documents must contain complete mailing addresses of all persons who grant or acquire an interest.

AS 40.17.030(a)(8)

9. Book and Page or Serial Number Reference. Any document that amends, corrects, extends, modifies, assigns, or releases a previously recorded document must contain the book and page or serial number reference of the prior recording.

AS 40.17.030(a)(6); 11 AAC 06.040(a)(9)

10. Document Size and Media. 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)

11. Certified Copies. Copies certified by any governmental agency are subject only to 2, 3, 5, and 6 above.

AS 40.17.030(b); 11 AAC 06.040(b)

12. Legal Description. On a document where a legal description is present, the legal description must be complete enough that a particular parcel can be geographically located and identified. A legal description is sufficient for purposes of recording if it contains, at a minimum, a section, township, range and meridian designation or, in the case of subdivided property, the lot, block, subdivision name, or plat number of the parcel.

AS 40.17.030(a)(5); 11 AAC 06.040(a)(7)

13. Margins; Type Size, Paper. Document must have a **two-inch** margin at top of first page, **one-inch** margins on all remaining sides and on all subsequent pages of same document. A \$50.00 non standard document fee can be paid if a document can't meet these margin requirements. **Please Note:** Taping, gluing or stapling one page onto a bigger page to meet margin requirements is not acceptable and you will be charged the non standard document fee if submitted in this fashion.

Type size must be no smaller than 10-point font. ([See Example](#))

These 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)