GIBSON COUNTY RECORDER
TONYA THOMPSON
101 NORTH MAIN STREET
PRINCETON, IN 47670
812-385-3332

GIBSON COUNTY RECORDERS OFFICE POLICIES FOR RECORDINGS

RESPONSIBILITIES OF THE PREPARER OR REVIEWER OF A DOCUMENT TO BE RECORDED

*REQUIREMENTS FOR INSTRUMENTS TO BE RECEIVED AND RECORDED. **IC 36-2-11-16**

*A DOCUMENT MAY NOT BE SUBMITTED TO THE COUNTY RECORDER FOR RECORDING OR FILING THAT CONTAINS A SOCIAL SECURITY NUMBER UNLESS REQUIRED BY LAW.**IC 36-2-7.5-4**

*THE PREPARER MUST MAKE THE STATEMENT REQUIRED BY **IC 36-2-11-15(c)**, IDENTIFYING THE NAME OF THE PREPARER, ON ALL INSTRUMENTS NOT EXEMPTED UNDER **IC 36-2-11-15(a).**

*ANY DOCUMENT THAT MUST BY STATUTE HAVE A PREPARED STATEMENT MUST ALSO HAVE THE AFFIRMATION STATEMENT LISTED IN IC 36-2-11-15(d). TYPED EXACTLY AS QUOTED IN THE STATUTE, "**I AFFIRM, UNDER PENALTIES FOR PERJURY, THAT I HAVE TAKEN REASONABLE CARE TO REDACT EACH SOCIAL SECURITY NUMBER IN THE DOCUMENT, UNLESS REQUIRED BY LAW (PRINTED NAME).**" ANYONE WHO SUBMITS A DOCUMENT WITH THE AFFIRMATION STATEMENT AND WITHOUT REDACTING A SOCIAL SECURITY NUMBER COMMITS PERJURY.

*THE EXCEPTIONS TO THIS REQUIREMENT ARE **FEDERAL TAX LIENS, JUDGMENTS, ORDERS AND WRITS OF THE COURT, WILLS, DEATH CERTIFICATES, UCC DOCUMENTS AND ANY INSTRUMENTS EXECUTED BEFORE JULY 1, 1959 AND ANY DOCUMENTS PREPARED OR ACKNOWLEDGED OUTSIDE THE STATE OF INDIANA.**

*THIS MEANS THAT ALL DEEDS, MORTGAGES, ASSIGNMENTS, RELEASES, MISCELLANEOUS & OVERSIZED DOCUMENTS THAT ARE EXECUTED OR ACKNOWLEDGED IN INDIANA, UNLESS SPECIFICALLY EXEMPTED, **MUST** HAVE THE AFFIRMATION STATEMENT ON THEM IN ADDITION TO THE PREPARED STATEMENT AND NAME AT THE END OF THE DOCUMENT.

*THE NAME OF THE PREPARER MUST BE TYPED OR PRINTED. "**THIS INSTRUMENT WAS PREPARED BY (NAME).**

*ANY SIGNATURE TO A DOCUMENT SHOULD HAVE THE NAME TYPED OR PRINTED UNDERNEATH THE SIGNATURE AND EACH NAME APPEARS IDENTICALLY THROUGHOUT THE DOCUMENT. **IC 36-2-11-16**

***ALL DOCUMENTS** ARE REQUIRED TO BE ACKNOWLEDGED OR NOTARIZED WITH ONLY A FEW EXCEPTIONS. NOTARY SHOULD INCLUDE NOTARY SEAL, ALL SIGNATURES, PRINTED NAME BENEATH SIGNATURES, COMMISSION EXPIRES DATE AND COUNTY OF RESIDENCE. **IC 36-2-11-16**

*THE RECORDER MAY RECEIVE FOR RECORDING A COPY IF THE DOCUMENT COMPLIES WITH OTHER STATUTORY REQUIREMENTS & WILL PRODUCE A CLEAR & UNOBSTRUCTED COPY. ALL COPIES ACCEPTED FOR RECORDING WILL BE MARKED "COPY". **IC 36-2-11-16 (e)**

*NON-CONFORMING PAGE FEES ARE PRACTICED IN GIBSON COUNTY. IF YOU DO NOT HAVE A CLEAR TWO INCH MARGIN AT THE TOP & BOTTOM OF 1ST AND LAST PAGE YOU WILL HAVE TO PAY A PENALTY OF $1.00 MORE FOR EACH NON-CONFORMING PAGE. **IC 36-2-11-16.5**

*THIS OFFICE WILL NOT ALLOW THE PUBLIC TO PROVIDE THEIR OWN COPIER, SCANNER, CAMERA, CELL PHONE OR ANY OTHER SUCH DEVICE. **ALL** COPIES WILL BE MADE WITH THE RECORDER'S EQUIPMENT. **IC 5-14-3-3(b) (2) (a)** & CHARGES ACCORDING TO **IC 36-2-7-10 (b) (5)**

*WE BELIEVE THAT ONE OF THE MAIN PURPOSES OF THE OFFICE IS TO RECORD DOCUMENTS AS SOON AS POSSIBLE. IF PAYMENT IS RECEIVED IN EXCESS OF $3.00 OR LESS OF THE OFFICIAL FEE, DOCUMENTS SHALL BE RECORDED IMMEDIATELY. ALL MONEY WILL BE RECEIVED AND REMITTED TO THE COUNTY TREASURER AT THE END OF THE MONTH FOR DEPOSIT INTO THE COUNTY GENERAL FUND. IF THE MONEY RECEIVED IS MORE THAT $3.00 OVER THE OFFICIAL FEE, THE RECORDERS OFFICE WILL RETURN THE DOCUMENTS TO THE SENDER.

*THE RECORDER'S STAFF WILL **NOT** SEARCH PUBLIC RECORDS OR GIVE ANY LEGAL OPINIONS. IF YOU KNOW THE RECORDING INFORMATION, YOU MAY REQUEST A COPY FROM OUR OFFICE.
OUR FEE FOR COPIES IS $1.00 PER PAGE OR $5.00 FOR CERTIFICATION PLUS $1.00 PER PAGE. ALSO, WE HAVE PUBLIC COMPUTER ACCESS THAT YOU MAY ACCESS FROM OUR OFFICE FOR YOUR CONVENIENCE.

THE PURPOSE OF THESE PROCEDURES IS TO CLEARLY DEFINE AND DOCUMENT THE PROCEDURE FOR PROCURING INFORMATION AND TO PROVIDE CONTINUITY & CONSISTENCY WITH REGARD TO THE OPERATION OF THE RECORDER'S OFFICE.

PLEASE FIND THE OFFICIAL FEE SCHEDULE FOR THE GIBSON COUNTY RECORDER'S OFFICE PER **IC 36-2-7-10.**

THANK YOU FOR YOUR COOPERATION.
TONYA THOMPSON
GIBSON COUNTY RECORDER