

Common Requirements for Recording

*This is not a complete list of all recording requirements. If you have questions about how to prepare a legal document, please consult an attorney.

Notarization or Acknowledgement IC 36-2-11-16 – Most documents must be notarized or acknowledged to be recorded. Per the Secretary of State's office, an Indiana Notary seal must include the following requirements:

- The words "notary public"
- The words "State of Indiana"
- The name of the notary public exactly as it appears on the individual's commission certificate.
- The words "commission number" followed by the commission number of the notary public.
- The words "My commission expires" followed by the expiration date of the notary public's commission.

Notarization or Acknowledgement IC 32-21-2-7 – A notary acknowledgement should not just be a stamp and signature. An acknowledgment that contains the following or substantially the same information is acceptable:

"Before me, _____ (Notaries Name)., a _____ (describe the notarial officer type) this ____ day of _____, _____ (person appearing before notary) acknowledged the execution of the foregoing or annexed _____ (describe the type of instrument)."

Prepared By Statement IC 36-2-11-15 – Documents notarized, executed, or acknowledged in the State of Indiana, must have a Prepared By Statement at the conclusion of the document, including the preparer's name, which should be printed.

Affirmation Statement IC 36-2-11-15 – Beginning July 1, 2006, every document acknowledged, executed, or notarized in the State of Indiana, must have the following Affirmation statement at the conclusion of 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.

This Affirmation Statement must be followed by an individual's name that can be handwritten or typed.

Name Consistency IC 36-2-11-16(c) – The name of each person who executed the instrument appears identically in the body of the instrument, in the acknowledgment, in the person's signature, and beneath the person's signature.

Margins IC 36-2-11-16.5 – The county recorder may receive for record an instrument or a document if the instrument or document is on white paper of at least twenty (20) pound weight and has clean margins:

(A) on the first and last pages of at least two (2) inches on the top and bottom and one-half (1/2) inch on each side; and

(B) on each additional page of at least one-half (1/2) inch on the top, bottom, and each side; and the instrument or document is typewritten or computer generated in black ink in at least 10 point type.

Tax Mailing Address IC 32-21-2-3 – A conveyance must include a statement containing substantially the following information:

"The mailing address to which statements should be mailed under [IC 6-1.1-22-8.1](#) is [insert proper mailing address]. The mailing address of the grantee is [insert proper mailing address]."

Auditor's Endorsement on Conveyances IC 36-2-11-14 – Recorder may record conveyance documents only if it has been endorsed by the auditor of the proper county.