

Document Recording Requirements

Each document presented for recording must include or comply with the following general requirements.

Requirements for recording:

1. The property must be located in Siskiyou County. (C.C. § 1169)
2. The document must be authorized or required by law to be recorded. (G.C. § 27201)
3. Signatures must be original unless the document is a certified copy issued by the appropriate custodian of the public record. (G.C. § 27201b, G.C. § 27279, Evidence Code § 1530)
4. Include the name of the party requesting the recording and a name and address where the document can be returned. (G.C. § 27361.6)
5. The document must be properly acknowledged, unless exempt. California requires an (all-purpose acknowledgement). (G.C. §27201, 27289, 27285, 27287, 27288; C.C. § 1189)
6. The Assessor's Parcel Number is required on notice of default, notice of trustee's sale, deeds, trust deeds and mortgages. (G.C. § 27297.6)
7. The notary seal must be legible for a microfilm reproduction. (G.C. § 8207)
8. When recording documents affecting a change in the ownership of real property, include a completed [Preliminary Change of Ownership Report](#). These forms can be obtained from the County Assessor's Office.
9. Documents must be clearly legible in order to produce a readable photographic record. This pertains to the document text, notary seals, certificates and other attachments, such as legal descriptions. (Gov. 27361.7)
10. Include the [recording fee](#). Payment can be made by cash, personal check, cashier's check, or money order:

Make checks payable to:

**Siskiyou County Recorder
311 Fourth Street, Room 108
Yreka, CA 96097**

11. Standard page size is 8.5 by 11 inches. Other page sizes incur additional recording fees. For recording space requirements, the first page of the document must reserve a minimum of 2.5 inches down from the top of the page, of which the left 3.5 inches across is used by the party requesting recording to enter name and address to which the document is to be returned following recording. The remainder of this space is reserved for use by the Registrar-Recorder to enter the official recording information.

With regard to the vertical sides of the page, a minimum of 0.5 inches must be left blank on each side of the document. If the first page of a document does not comply with these legal requirements, attach a separate page to the front of the document that meets these spacing criteria and which includes the title or titles of the document.



MIKE MALLORY, ASSESSOR-RECORDER

County of Siskiyou

Courthouse • 311 Fourth Street • Room 108 • Yreka, CA 96097-2984
Assessor (530) 842-8036 • Recorder (530) 842-8065 • FAX (530) 842-8059

RECORDING FEES (Gov. Code 27361 through 27361.8)

	<u>Current Fee</u>
First Page (limited to sheet 8½" x 11")	\$14.00
Each additional page	3.00
Combined documents – each additional title (i.e., Deed of Trust & Assign Rents)	14.00
Each additional page	3.00
One or more pages not 8½" x 11" – Recorder shall add to every page of document	3.00
Documents requiring special handling – Recorder shall add to every page of document	3.00
Release of Government Liens (tax and Child Support) first page	20.00
Each additional page	3.00
Indexing more than one reference number, each additional number	1.00
Indexing more than 10 names, each additional group of 10 names	1.00
Notification of Involuntary Lien in addition to recording fee. Each defendant	3.00
Each additional address but same name on the above	3.00
UCC Finance statements/amendments/addendum	10.00
UCC form with 3 or more pages	20.00
Map recording fee – first page	7.00
Each additional page	2.00
Copies – first page	1.00
Each additional page	1.00
Certified Copy – additional fee per document	1.00
Conformed Copies: Will conform one copy only supplied by customer & Self-Add. Stamped Env.	No fee
Facsimile (per page)	2.00

VITAL RECORDS SEARCH FEE

One certified copy included if record is found. No refund will be made if record is not found.

	<u>Current Fee</u>
Birth – each name search	\$25.00
Death – each name search	21.00
Marriage – each name search	15.00