



Please email completed form to kkasian@starkcountynd.gov

Stark County Recorder Document Request Form

Document requests may not be returned immediately as official Recorder duties take priority over searches. The Recorder's Office reserves the right to refuse a request that is too extensive or time consuming and will inform the requestor if an onsite visit may be necessary. Requests taking longer than one hour will be charged \$25 per hour. Copy fees of \$1.00 per page will be charged for any documents provided. A \$3.00 handling fee will be charged for documents sent by email or mail. If paying by card, a \$3.00 fee will be charged by the card processing company.

<u>Requestor Information</u>				<u>Payment Options</u> <i>(Choose One)</i>		<u>Documents delivered by:</u>	
Name:		Phone Number:		Check	<input type="checkbox"/>	Mail	<input type="checkbox"/>
Company:		City:		Card	<input type="checkbox"/>	Email	<input type="checkbox"/>
Address:		State:		Cash <i>(in person only)</i>	<input type="checkbox"/>	Pick up	<input type="checkbox"/>
Email:		Zip Code:					
Please <u>specify in detail</u> what you are looking for. Include any names, dates, document types, or other information that may be helpful in finding the documents you need.							
<u>Legal Descriptions</u>							
Quarter(s) (ex. NE; NESW)	Section(s)	Township	Range	Acreage (if applicable)			
Subdivision		Lot(s)			Block		
Document Numbers		Book Numbers			Page Numbers		

The Recorder's Office by law cannot run title or track mineral rights. Typically, the Recorder's Office will provide the most recently recorded requested document type, such as a deed or easement.