NORTH DAKOTA RECORDING REQUIREMENTS: July 1, 2017

DOCUMENT MUST BE AN ORIGINAL or CERTIFIED COPY

SIGNATURES: All SIGNATURES (there are exceptions depending upon the instrument)
  Must be ORIGINAL HANDWRITTEN signature(s) (NDCC 47-19-03 & 44-06-13.1 [1.]) (See statute for exceptions)
  All person(s) named in document (grantor, lessor, mortgagor, etc.) are the “signatories” and are also named in the acknowledgment
  If grantor is an ESTATE or TRUST, it is signed by personal representative(s) or trustee(s) before notary public

NOTARY: Seal and Expiration Date must be easily readable and able to be scanned.

ADEQUATE LEGAL DESCRIPTION (NDCC 11-18-05 [1][a][3.]

FONT SIZE Must be equal to or greater than 10 point CALIBRI font (NDCC 11-18-05 [1][a][2])

SOCIAL SECURITY NUMBERS – Must be redacted on the document

DEEDS and Contracts for Deed - Additional Requirements
  STATEMENT OF FULL CONSIDERATION (not required on a deed covering minerals only) (NDCC 11-18-02.2)
  POST OFFICE ADDRESS for GRANTEE(S) (NDCC 47-19-05 & 47-10-07)
  NAME & ADDRESS OF DRAFTER on a deed or contract for deed executed 1-1-2000 or after containing a metes & bounds legal description (NDCC 47-19-03.1)
  All taxes must be paid before the Auditor’s Office will transfer the deed so we can record it.

MORTGAGES- Additional Requirements
  POST-OFFICE ADDRESS of the MORTGAGEE(S) (NDCC 35-03-04)
  POST-OFFICE ADDRESS of the ASSIGNEE(S) (NDCC 35-03-04)

NORTH DAKOTA RECORDING FEES (NDCC 11-18-05)

Number of Pages
  $20.00 for one (1) to six (6) pages - $65.00 for seven (7) to twenty five (25) pages and $3.00 for each additional page for 26 or more pages

Recording Space – Must have a 3” margin provided at the top of the first page of each instrument for the County Recorders’ recording information (i.e., recorder’s signature, recorder’s seal, barcode recording label), NDCC 11-18-05 [1][a][4.]
  If no space an additional page shall be added and an additional page charge must be levied in accordance with the fee structure.

More than ten (10) sections of land “listed”:
  $1.00 per section after the first ten (10) listed. NDCC 11-18-05 [1][b.]

Reference BOOK/PAGE or DOCUMENT # of prior recorded document:$3.00 for each additional Book/Page or Document # referenced after the first ten (10) Book/Page or Document #s; NDCC 11-18-05 [1][b.]

1” Margin Requirement - No 1-inch margin on either the top, bottom, or one of the sides of each page additional $10.00 margin fee will be assessed

See NDCC 11-18 for additional recording fees requirements