

Frequently Asked Questions:

1) Where is the Owen County Recorder's Office located?

Our office is located at 60 S. Main Street in the Owen County Court House, on the second floor. We are open from 8:00a.m. to 4p.m. Monday through Friday.

2) How are the fees charged by the Recorder's Office determined and set? How are the recording requirements determined?

The Recorder's Office is a state constitutional office and as such, fees charged by the Recorder's Office are established under Indiana Code 36-2-7. Also, recording requirements are set by Indiana Code 36-2-11. Please see our fee schedule on the home page.

3) I received a solicitation by mail offering to sell me a copy of the deed to my home. Is this the only way I can obtain this record?

The deed to your home or property is a public record available in the Recorder's Office. It may be obtained for \$1.00 per page. If you would like a certified copy of your deed, there is an additional \$5.00 charge to certify it.

Uncertified Copies may also be obtained on line through Tapestry (www.landrecords.net) for a one time charge of \$5.95 plus \$1.00 per page printed. Each new search is \$5.95. Certified copies are not available on-line. (On line there are only images from 12/4/01 forward at the present time).

4) I need to record a document with the Recorder's Office. Do you provide blank forms?

We provide only the Certificate of Assumed Business Name. A copy of said form can also be found at the Indiana Secretary of State's Website Form 30353 <http://www.in.gov/sos/3573.htm>

5) If there is a problem with my document, would it be recorded anyway?

All documents are reviewed prior to recording to check for errors. Submitters are advised of errors so they may make the corrections prior to being charged for a recording. We are not lawyers and cannot advise you on the legality of any document. We only review the document to make sure it meets recording requirements.

6) What types of payments does the Recorder's Office accept?

We accept cash and checks.

7) What is the Social Security Affirmation statement? How do I know if I must include the Social Security affirmation statement on my document?

The following statement should be included on all documents except those that require a social security number, i.e. military discharges and Federal tax liens. Documents acknowledged or executed outside of the State of Indiana do not require this statement.

"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."

Name must be printed or typewritten here

8) What is the process for recording a deed?

A deed must be presented and approved by the Assessor and the Auditor before it can be recorded in our office. Some deeds require a sales disclosure. You may discuss with the Assessor's Office 829-5018 and the Auditor's Office 829-5000 what their requirements are in order to avoid delays or surprises. If the deed is approved by the Assessor and Auditor, then it may be brought to the Recorder's Office for recording so long as it meets statute requirements for recording. Please be advised that each office has statute requirements by which they must abide.