

PROCESS OF DEED CERTIFICATION:

1. The UPI must appear at the top of the first page of the document to be recorded.
2. The grantor's name must be the same as the owner's name on assessment record.
3. The deed reference on the verification screen must be the same as the prior deed reference on the new deed.
4. The municipality is the same on the verification screen and the new deed.
5. The property location is the same on the verification screen and the new deed.
6. The lot number, if any, is the same on the verification screen and the new deed.
7. The acreage, if given, is the same on the verification screen and the new deed.

NOTE: Items 1 thru 4 of the above are required for UPI certification.

After the clerk has verified the information, a bar code sticker will be placed on the document to certify the UPI. If the clerk cannot certify the UPI, a rejection notice, with reason for rejection, will be attached to the document and returned to the person/agency by the Recorder of Deeds.