**RECORDING PROCESS**

**NOTE:** Documents are **RECORDED** **not** Registered.

**RECORDING OPTIONS:**

**Option 1)** Bring your notarized document(s) to be **Land Recorded**.

Advantage of this Option: you could walk out with your Certified Documents.

Confirm hours of operation, fees and payment options at the **Land Recording Office**.

**Choose a Land Recording Office with a website with EASY VIEWING of your documents once recorded.**

**NOTE:** Do not write on/ mark on or remove the staple from your certified copies … ever!

Each county has a Land Recording Office. However, some offices have refused to record the documents which is against the law. *Move on*…

**Option 2)** Mail your notarized documents to a Land Recording Office.

Include an **Instruction letter for the county land recorder**. [erase the words in red].

I wish for my documents to be recorded in this order:

Acknowledgment, Acceptance and Deed of Re-Conveyance,

Certificate Of Assumed Name Notice Of Transfer Of Reserved Name

Act of Expatriation and Oath of Allegiance JOHN MARK DOE,

Act of Expatriation and Oath of Allegiance JOHN M. DOE,

Act of Expatriation and Oath of Allegiance JOHN DOE,

Cancellation of All Prior Powers of Attorney,

Mandatory Notice – Foreign Sovereign Immunities Act,

Paramount Claim of the Life and Estate

For children less than 21 years of age, include:

Deed of Land Recording

Paramount Claim of Life and Estate

I would like #\_\_ of certified copies for each document.

\* *requesting certified copies is strongly recommended*

Enclosed is a Postal money order to cover all fees. The money order should be exact amount. If the amount is short, or more than $5 over, your documents will not be processed and will be sent back to you.

Enclosed is a flat rate priority-postage-paid ($\_\_\_\_\_), self-addressed envelope for the original and certified copies to be returned to me.

The set of documents should include a cover sheet with your RETURN Mailing Location, which will be used to return your originals and certified copies to you.

Use Certified, Receipt Requested or Registered Mail. Keep in mind these are your original documents. Choose the mailing option you are comfortable with.

Mail to:

**Yavapai County Recorder**

Leslie M. Hoffman, Recorder

1015 Fair Street, Room 228

Prescott, AZ 86305

Phone: (928) 771-3244 **to confirm fees and payment options**.

[web.recorder@yavapai.us](mailto:web.recorder@yavapai.us)

**FEES: Yavapai County, Arizona** [2.2019]

Refer to file below – fees are highlighted specific to our paperwork

The documents, once recorded, will show up on the Yavapai County website in 7-10 days, in the public domain therefore accepted AND cannot be denied!

Once the original documents are returned to you, MAKE A PHOTOCOPY of EACH Document.

KEEP IN YOUR AUTOMOBILE. Also if you have to appear in court, use a photocopy of your documents since the originals may not be necessary.

So far, in Arizona, Yavapai County has done an exceptional job!

If using a county other than Yavapai, CALL the county you plan on having the recording done for specifics. Fees differ per county/state. INQUIRE about FEES and PAYMENT OPTIONS before showing up. **NOTE: some websites are challenging to navigate or have no online access to confirm the Recording was done and is public.** Choose differently.

**Option 3)**

Hold off on Recording.

Have all your documents NOTARIZED.

MAIL documents TO yourself using Registered Mail.

Prepare a Cover Letter listing all the documents including the Registered Mail Number.

Place cover letter and documents in an envelope sealing all the edges with 2” brown packing tape.

Fill out the small PS Form 3806, Registered Mail Receipt.

The red Registered Mail Sticker goes on the outside.

Mailing location and return location are the same – **yours**.

***Why Registered mail?*** Your envelope contents are INSURED and will be kept safe under ‘lock & key’ when not in the hands of a carrier.

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* Take your envelope to the Post Office
* Request POSTAGE STAMPS – real ‘live’ stamps [and not the typical white label].
* Request for the Stamps to be ‘hand-stamped’ in front of you [rather than going through a machine].
* Pay the fee.
* The Post Office will then process as usual.
* Once your mail is returned to you: *DO NOT OPEN* the envelope.
* Keep in a FIREPROOF box/folder until such time if you are ever called to appear in court.

**Option 4)** Publish your documents in a newspaper making it PUBLIC NOTICE.

Drawback: it’s a costly proposition & you need to keep track of the date the newspaper issued it. Do your own research on this.

**FAQs:**

Q1: Where should my documents be notarized?

A: It is your choice. Documents CAN BE notarized in ANY state regardless of the state you live in.

Q2: Which state is best to land record my documents?

A: Documents can be recorded in ANY state, ANY county. Take the easiest route – the one that has worked for others. Yavapai County, Arizona and Lamar County, Georgia have shown to be the most cooperative and friendly thus far.

Q3: I’ll be away in a different state and have my documents notarized there. Can I have my documents recorded upon my return home?

A: Yes. Documents could be notarized in another state or even another country and Land Recorded in any State!

Documents are typically recorded in the state you currently live in.

Documents don’t need to be recorded in your birth state.

Q4: I was born in Alaska and now reside on the land of Arizona, where should my documents be recorded?

A: Your documents can be recorded in any state you choose.

Q5: I have lived in 5 different states. Is it necessary to have my documents Recorded in ALL these states?

A: No. One state is sufficient. It is optional and totally up to you if you wish to have documents recorded in all the states you have lived in. Unnecessary though.

Keep in mind that ONCE the documents are Land Recorded in ANY State, ALL the states have access to that information. **The reason: your documents are now in the public domain.**

V11 on 4.11.2019