

Mason County Register of Deeds
Document Recording Process

Document is received for recording
(In person, via mail, courier or other delivery means.)

Document is reviewed.
Does document meet minimum recording requirements
and is it accompanied by the adequate recording fees?

No.
Document does not meet minimum recording requirements or the fees are not adequate to record the document. Document is returned to sender with an explanation as to why the document is being returned unrecorded

Yes.
Document is receipted and tendered with an exclusive document number placed on it. Documents are numbered and recorded in the order in which they are received by the Register of Deeds Office.

The document is scanned by Register of Deeds staff the same day it is receipted. Once the documents has been scanned, it is available for public inspection.

The next step in the recording process is indexing. The Register of Deeds staff indexes required fields that provide searchable information including names, property description, tax id number or related docuemnts as indicated on the document.

The Register of Deeds is now responsible for the integrity of the indexed information and goes through a verification process in which the document is reviewed with the indexed information and any errors or omissions in the indexed information is corrected.

The final step in the recroding process is placing the Mason County Register of Deeds seal on the document and returning the document to the individual or company that requested the recordation or their designee.