



Administrative Recording Requirements

State of Alaska

Marital State: Yes

Trust State: Yes

Mortgage State: No

Recording Structure: 34 Recording Districts / State Recorder / Department of Natural Resources

Formatting of Documents:

Format specified by rule / Penalty fee of \$ 50 for non-compliance

Website: www.recorder.alaska.gov/preparingdocs.cfm

8 1/2 x 14 maximum size

First page: 2" top margin / 1" other margins

Other pages: 1" margins

Coversheet may be used if margin requirements aren't met to avoid penalty fee

10 point minimum font size

Title identifying document must be included

Other Requirements:

Grantor/Grantee names and addresses required

Return-to name and address required

Name of the recording office required on all documents

All signatures require name to be typed or printed underneath

Notary certification required printed name

Re-records require reason listed at top of document

Subsequent filings should include reference date, book & pages

District Office Listing: <http://www.recorder.alaska.gov/findYourDistrict.cfm>

District Recorder Office

Address Listings: <http://www.recorder.alaska.gov/distlist.cfm>

Fee Structure www.recorder.alaska.gov/fees.cfm

Blanket Assignments: Generally accepted at no charge

Blanket Releases: Generally accepted at no charge

Completion Time: 60 days