



## Administrative Recording Requirements

### State of Mississippi

**Marital State:** Yes

**Trust State:** Yes

**Mortgage State:** No

**Recording Structure:** 82 counties / Clerk of Chancery Court

**Required Statement:** "This document prepared by" name, address and phone number (must be on first page)  
"Return this document to" name, address, and phone number (must be on first page)  
"Indexing Instructions" must be listed on first page as listed below

### Formatting of Documents:

Format specified by statute  
20 lb white paper, no continuous form paper  
Typed or computer generated  
8 point font  
First page: 3" top margin left blank for recording information  
3/4" all other margins  
Preparer's name, address, and phone number must be included immediately under 3" margin on first page  
Return-to name, address, and phone number immediately under preparer's information on first page  
Title and nature of document immediately under return-to information on first page  
"Indexing Instructions" must be listed immediately below title and must include section, township, and range  
Must be legible for photo duplication  
One-sided documents only

**Legal Description:** Legal Description must be included on the first page of all documents as "Exhibit A"  
Book and page required

**Other Requirements:** Grantee and grantor names, addresses, and two phone numbers must be listed on the first page of all documents  
If two phone numbers are not available, N/A must be listed as second number  
Notary certification must include expiration date and seal  
If the preparer is an attorney, the attorney's Mississippi Bar Number must be included on the first page  
Some counties require self-addressed stamped envelope  
Re-records require reason listed at top of document  
"Power of Attorney" not accepted for homestead property.

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 2 days - 2 weeks

### Mississippi County Specifics

**Newton County** required indexing instructions to be listed separately from the legal description within the document