



## Administrative Recording Requirements

### State of Missouri

**Marital State:** Yes  
**Trust State:** Yes  
**Mortgage State:** No

**Recording Structure:** 114 counties / Recorder of Deeds  
St. Louis is an independent city

### Formatting of Documents:

Format specified by statute. Non-conforming documents will be assessed with a penalty fee  
White or light colored, 20 lb paper  
8 1/2 x 11  
First page: 3" top margin  
3/4" all other margins  
10 point font size  
Black or dark ink including signatures  
Must be "clear and readable image"  
Title with nature of document immediately under 3" top margin  
The following must be included on the first page: title, date, grantor and grantee names, addresses, and legal description  
No highlighting, white out, or labels permitted throughout documents. Non-standard penalty fees charged for non-compliance

**Legal Description:** Must be included on the first page of all documents  
Book & page is required, instrument number is required when applicable  
Property address is not acceptable

**Other Requirements:** All signatures must include printed, typed or stamped name under original signature  
All signatures must be in black or dark ink  
Corporate seal is required when applicable  
Grantee mailing address must be included on all deeds  
Assignee address must be included on all assignments  
Notary certification must include county, expiration date and seal, as well as printed, stamped or typed name under signature  
Return-to name, address, and toll-free phone number  
Some counties require self-addressed stamped envelope  
Most counties do not permit pages to be attached in any way (IE: staples, clips)  
Re-records require reason listed at top of document  
Do not include social security, driver's license, or any type of personal identification numbers on any documents.

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

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

**Completion Time:** 1 - 2 weeks

### Missouri County Specifics

**Greene County** No stickers permitted on documents to be recorded, no exceptions  
Does not record documents concurrently

**Jackson County** Requires **Jackson County Certificate of Value**  
<http://www.jacksongov.org/content/3271/3632/default.aspx>

**Jefferson** Does not record documents concurrently

**Ray County** No stickers permitted on documents to be recorded, no exceptions. No writing permitted on the top of documents.

**St. Charles County** Requires **St. Charles County Certificate of Value**  
[http://recorder.sccmo.org/recorder/index.php?option=com\\_content&task=view&id=9&Itemid=20](http://recorder.sccmo.org/recorder/index.php?option=com_content&task=view&id=9&Itemid=20)

**St. Louis County** Requires **St. Louis County Certificate of Value**  
<http://revenue.stlouisco.com/RevWebDocs/Forms/COV%20Form.pdf>