



Administrative Recording Requirements

State of Oklahoma

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

Recording Structure: 77 counties / County Clerk

Required Document: Proof of Purchase Affidavit - include purchase price or Doc Stamp Exemption
Mortgage Registration Form
http://www.sai.ok.gov/Search%20FormsPubs/database/_0443_.pdf

Formatting of Documents:

Recording Requirements memo

Format specified by statute

Must be legible for photo duplication

8 1/2 x 14 maximum size

Minimum 1" top margin and 1/2" other margins

Must have adequate space for recording information or a penalty will be charged

3" top margin will allow necessary space for recorder

All exhibits must be clearly labeled and cross referenced

Must be typed, computer generated, or handwriting must be legibly printed

Dark ink

No smaller than 9 point font

Legal Description: Required for all instruments

Other Requirements: All signatures require printed, typed or stamped name underneath
Notary certification needs to include date, signature, expiration date, and stamp or seal
Mailing addresses must be included for all parties involved (buyer, mortgagee, assignee, grantee, grantor)
Return-to name and address is required
Some counties require self addressed stamped envelope
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for no additional fee

Blanket Releases: Generally accepted for no additional fee

Completion Time: 1 day - 2 weeks