

Document Bulletin for Delaware County, IN

Delaware County, IN is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- A margin of at least 1/2" inch is required around the entire document and a blank 2" at the top and bottom of the first and last pages of each document.
- Letter and Legal sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 9:00 am and 2:00 pm(cutoff) EST.
- Images can be submitted at 200dpi or 300dpi.
- Non-Conforming documents will be charged \$1.00 per non-conforming page.
- Power of Attorney Documents must be submitted first and separate from all other documents so the county can record this and provide an instrument number to reference on the other documents.

Document Type	Required Fields
AffidavitOfMiscellaneous Assignment AssignmentOfRents AssignmentOfRentsDischarge BarrettLien BarrettLienRelease HospitalLien HospitalLienRelease MechanicLienRelease MechanicsLien Miscellaneous ModificationOfMortgage Mortgage NameChange PartialRelease PowerOfAttorney Reconveyance Release ReleaseOfWeedLien SewerLienRelease SubordinationOfMortgage WeedLien WelfareLien	None Needed