



Document Bulletin for Moore County, NC

Moore County, NC is now electronically recording many additional 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:

- County will be e-recording 8:00 AM to 4:30 PM EST.
- 3 inch top margin, ½ inch side and bottom margin
- Letter and Legal sized documents accepted.
- 200 DPI on all Images.
- An additional fee of \$ 25 is charged for non-conforming documents. Also a fee of \$25 is charged for additional document references.
- The County requires a signed submitter agreement for electronic recording.
- North Carolina statute requires that documents submitted included the following statement that will appear on the public record. It should appear on the first page of the document to be recorded:

Submitted electronically by _____(Submitter’s Name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with _____(County Name) County Register of Deeds.

Document Type	Required Fields
Affidavit	
Agreement	
Articles of Incorporation	
Assignment	
Assumed Name	
Addendum D-T	
Amendment D-T	
Bill of Sale	
Bond Official	
Celiificate	
Certificate of Title	
Contract	
Declaration	
Dedication	
*Deed	
*Deed of Trust	
*Easement'	
Foreclosure	
Indenture	
Judgment	
Lease	
Memorandum	

*Mortgage Notice Option Ordinance Order Power of Attorney Partnership *Quit Claim Deed Reconveyance Release Rescission Request for Notice Revocation Power of Attorney Resolution Satisfaction Subordination Agreement Substitution Trustee See Instrument Torrens Notation *Transfer of Title Waiver	
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