



Document Bulletin for Union County, NC

Union County, NC 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:

- 3 inch top margin, 1/2 inch side and bottom margin
- Letter and Legal sized documents accepted.
- 300 DPI on all Images.
- An additional fee of \$ 25 is charged for non-conforming documents.
- 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
Acceptance	Grantor/Grantee
Acknowledgment	*Excise Tax Amount (\$0.00 is acceptable for N/A circumstances. Do not enter consideration)
Action	Requesting Company, Name and Address
ADM	
ADMT	
*Affidavit	
Affidavit by Cancellation	
*Agreement	
*Agreement Mortgage	
Agreement Notice	
Annexation	
Appeal	
Appointment	
Articles of Incorporation	
Assignment	
Bankruptcy	
Cancellation	
*Cemetery Deed	
Certificate	
Collection	
*Commissioners Deed	
CONF	
*Construction	
*Contract	
*Covenant	
Declaration	
*Deed	
*Deed of Trust	
Dissolution	
*Easement	

Estimate	
Indenture	
Judgment	
Lease	
Lien	
Lis Pendens	
Memo	
Merger	
*Mortgage	
*Mortgage Agreement	
Name Change	
Notice	
Notice of Request	
Offer	
Option	
Order	
Ordinance	
Partial Transfer	
Permit	
Power of Attorney	
Prop	
*Quit Claim Deed	
Reconveyance	
Release	
Relinquishment	
Renunciation	
Repossession	
Request	
Resignation	
Resolution	
Restriction	
Restrictive Covenants	
Revocation	
Right of Way	
Subordinate Deed of Trust	
subordinate mortgage	
Subordination Agreement	
Substitution	
Substitution of Trustee	
Termination	
*Timber Deed	
Trust	
*Trustees Deed	
Waiver	
Will	