



For ePrepare Users Managing Submitter Agreements

Most of the counties in our eRecording network are available for customer use. This guide outlines the counties that have specific notations or require submitter pre-authorization.

JULY 1, 2025

ePrepare COUNTY AUTHORIZATION GUIDE

WHAT'S NEW!

- ☒ **UPDATED EMAIL TEMPLATE** **6-30-2025**
Updated the email template for Vance North Carolina.
- ☒ **BOOKMARK UPDATES** **6-23-2025**
Resolved some missing bookmarks.
- ☒ **TENNESSEE UPDATE** **6-17-2025**
Effective July 1, 2025, Tennessee state legislature mandates that all submitters must be an approved entity type. Please see **Tennessee** in this guide for additional information.

Welcome to CSC eRecording!

ePrepare is our secure, web-based eRecording solution that enables submitters to electronically record real estate documents with county recording offices nationwide.

How to use this guide

While most counties in our eRecording network are immediately available for use, the counties listed in this guide require submitter pre-authorization or may have specific recording or fee requirements. For those that require authorization, some accept an informal email request, while others may require a signed formal submitter agreement, known as a Memorandum of Understanding (MOU).

Can I submit to counties in this guide if I'm not authorized?

If pre-authorization is required by the county, no, you will not be able to submit until we receive confirmation of your approval. However, you can still create packages and prepare documents for submission while awaiting authorization.

How long does authorization take?

The timeframe varies by county. Some respond to email requests within a few hours, while most provide a response within 48 hours. Any exceptions are noted.

Can I use approvals received through other eRecording vendors?

It's possible! Simply email us at csc-mouprocessing@cscglobal.com with your approval details, and we'll let you know which can be transferred to us.

Can I self-manage my authorizations?




Yes! ePrepare allows you to easily register approvals as you receive them. For more details, please refer to our online [Managing Jurisdictions](#) guide.

Can I save this guide to my desktop?

Of course. But since this guide is regularly updated, we recommend referring to the [online version](#) to ensure you have the most current information.





Hyperlinks found in this guide

The following icons represent relevant submitter agreements and forms, or preconfigured email templates to facilitate your requests for authorization:

-  County submitter agreement or a relevant form,
-  You must have a default email client assigned in order to use our templates.
-  County Portal Acknowledgment for submitter pass-through fees.

What if I have questions?

Our expert CSC eRecording Support Team is ready to help you!

-  Monday – Friday • 8:00 a.m. – 8:00 p.m. ET
-  1-855-200-1150 option 2
-  csc-mouprocessing@cscglobal.com
-  ePrepare® Chat with a Support Team representative


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Arkansas

 UP TO 1 BUSINESS DAY

COUNTIES	MOU	EMAIL	INSTRUCTIONS
Cleburne			Attach the completed MOU to the email template.
Crawford			Attach the completed MOU to the email template.
Saline			Attach the completed MOU to the email template.
Sebastian			Attach the completed MOU to the email template.
Washington			Complete the email template to send your request.

California



CeRTNA and SECURE Document Queues



CeRTNA PORTAL






A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT.

Submit one completed acknowledgment to cover all current and future CeRTNA counties.

 UP TO 3 WEEKS

COUNTIES	MOU	EMAIL	INSTRUCTIONS		
			A. Download the MOU which includes a detailed instructions page and two supplemental forms. B. Attach all completed forms to the email template or email csc-mouprocessing@cscglobal.com .		
Alameda	Humboldt	Madera	Napa	San Luis Obispo	Tehama
Butte	Inyo	Modoc	Placer	Santa Cruz	Tuolumne
Calaveras	Kern	Mono	Plumas	Sonoma	Yolo
El Dorado	Lake	Monterey	San Francisco ²	Stanislaus	Yuba
Glenn	CeRTNA IDs are not transferrable from other eRecording agents. To submit documents with us, your ID must be associated with CSC.				

CeRTNA IDs are not transferrable from other eRecording agents.
To submit documents with us, your ID must be associated with CSC.



COUNTY	MOU	EMAIL	INSTRUCTIONS	UP TO 12 WEEKS
² San Francisco			In addition to the MOU and other CeRTNA forms above, this county requires the submission of their own county-specific MOU and a Certificate of Insurance. This county accepts digital signatures by DocuSign®. Email the completed and digitally-signed MOU and your Certificate of Insurance. If you do not use DocuSign®, email a completed but unsigned MOU and we'll return it to you with instructions for using an acceptable digital signature.	

SECURE PORTAL



CeRTNA and SECURE Document Queues

 UP TO 1 WEEK

COUNTIES	MOU	EMAIL	INSTRUCTIONS		
			Attach completed forms and documentation to the email template or email us the information directly at csc-mouprocessing@cscglobal.com . If submitting a Certificate of Insurance, SECURE requires a physical address for your company (PO Boxes are not accepted).		
Contra Costa	Los Angeles	Orange	San Bernardino	Santa Barbara	Sutter
Fresno	Marin	Riverside	San Diego	Santa Clara	Tulare
Imperial	Merced	Sacramento	San Joaquin	Shasta	Ventura
Kings	Nevada	San Benito	San Mateo	Solano	

SECURE IDs are not transferrable from other eRecording agents.
To submit documents with us, your ID must be associated with CSC.

⚠ SECURE may temporarily deactivate any authorized submitter after six months of inactivity. If your account is suspended for this reason, no action on your part is required. The next time your organization submits documents to any member county, CSC takes the needed steps to reinstate your account with SECURE. In such cases, there may be a short processing delay while we wait for SECURE's confirmation of reinstatement.

CONTINUED

Let's talk 1 855 200 1150 | csc-help@cscglobal.com

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Connecticut

⌚ UP TO 1 BUSINESS DAY

CITIES OR TOWNS OF ...	EMAIL	INSTRUCTIONS
Berlin	✉	Complete the email template to send your request.
Bristol	✉	Complete the email template to send your request.
Danbury	✉	Complete the email template to send your request.
Ellington	✉	Complete the email template to send your request.
Farmington	✉	Complete the email template to send your request.
Griswold	✉	Complete the email template to send your request.
Manchester	✉	Complete the email template to send your request.
Montville	✉	Complete the email template to send your request.
New Britain	✉	Complete the email template to send your request.
New Milford	✉	Review the email template for instructions.
Newington	✉	Complete the email template to send your request.
North Branford	✉	Complete the email template to send your request.
North Canaan	✉	Review the email template for instructions.
Simsbury	✉	Complete the email template to send your request.
Southington	✉	Complete the email template to send your request.
Stonington	✉	Complete the email template to send your request.
West Hartford	✉	Complete the email template to send your request.
Westport	✉	Complete the email template to send your request.
Wilton	✉	Complete the email template to send your request.

COURTHOUSE PORTAL



A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT.
Submit one completed acknowledgment to cover all current and future Courthouse counties.

⌚ UP TO 1 BUSINESS DAY

CITY OR TOWN OF ...

INSTRUCTIONS

Avon

Pass-through fee reminder. This county does not require authorization.

Delaware

⌚ UP TO 1 BUSINESS DAY

COUNTIES	MOU	EMAIL	INSTRUCTIONS
Kent	📄	✉	Attach the completed MOU to the email template.
New Castle	📄	✉	Attach the completed MOU to the email template (CSC does not require a paper copy).

Florida

⌚ UP TO 1 BUSINESS DAY

ALLIANCE PORTAL



A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT.
Submit one completed acknowledgment to cover all current and future Alliance counties.

COUNTIES

INSTRUCTIONS

Seminole

Pass-through fee reminder. This county does not require authorization.

Union

Pass-through fee reminder. This county does not require authorization.



Hawaii

UP TO 5 BUSINESS DAYS

HAWAII BUREAU OF CONVEYANCES (BOC)

COUNTIES

EMAIL

INSTRUCTIONS

✉️

Complete the email template to send your authorization request.

Do not contact the Hawaii Bureau of Conveyances (BOC) directly. Email csc-help@cscglobal.com or call CSC at 1-855-200-1150 option 2.

Hawaii

Honolulu

Kalawao

Kauai

Maui

Illinois			🕒 UP TO 2 BUSINESS DAYS
COUNTIES	MOU	EMAIL	INSTRUCTIONS
Lake	📄	✉️	Attach the completed MOU to the email template.
McLean		✉️	Complete the email template to send your authorization request.

Kansas			🕒 UP TO 5 BUSINESS DAYS
COUNTIES	MOU	EMAIL	INSTRUCTIONS
Jefferson	📄	✉️	Attach the completed MOU to the email template.
Johnson	📄		Mail completed MOU to: John A. Bartolac (913) 715-0775 Director, Dept. of Records & Tax Administration 111 S. Cherry Ste 1200 Olathe, KS 66061
Linn			For instructions, see Missouri on page 8.
Wyandotte	📄	✉️	Attach completed MOU to the email template

Kentucky			
COURTHOUSE PORTAL		📄	A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT. Submit one completed acknowledgment to cover all current and future Courthouse counties.
COUNTIES	FORM	INSTRUCTIONS	
Boyd	📄	Pass-through fee reminder. Download the form for authorization instructions.	
Christian	📄	Pass-through fee reminder. Download the form for authorization instructions.	
Cumberland		Pass-through fee reminder. This county does not require authorization.	
Knott	📄	Pass-through fee reminder. Download the form for authorization instructions.	
Nelson		Pass-through fee reminder. This county does not require authorization.	
Pulaski	📄	Pass-through fee reminder. Download the form for authorization instructions.	







Louisiana			🕒 UP TO 2 BUSINESS DAYS
PARISHES OF ...	EMAIL	INSTRUCTIONS	
Assumption	✉️	Complete the email template to send your authorization request.	
Evangeline	✉️	Complete the email template to send your authorization request.	
Plaquemines	✉️	Complete the email template to send your authorization request.	
Sabine	✉️	Complete the email template to send your authorization request. Once approved, the Parish will call your company's contact listed on the request form and provide your ID Number for eRecording. Please forward your ID Number via email to csc-mouprocessing@cscglobal.com .	
Saint Bernard	✉️	Complete the email template to send your authorization request.	
Vernon	✉️	Complete the email template to send your authorization request.	

CONTINUED









Maine

⌚ UP TO 5 BUSINESS DAYS

COUNTIES	MOU	EMAIL	INSTRUCTIONS
Androscoggin			Attach the completed MOU to the email template.
Oxford			Attach the completed MOU to the email template.
Penobscot			Attach the completed MOU to the email template.



Massachusetts

⌚ UP TO 1 BUSINESS DAY

COUNTIES	MOU	EMAIL	INSTRUCTIONS
Barnstable			Attach the completed MOU to the email template.
Plymouth			Attach the completed MOU to the email template.
Worcester Northern			Attach the completed MOU to the email template.

MASSACHUSETTS PORTAL

⌚ UP TO 1 BUSINESS DAY

COUNTIES	MOU	EMAIL	INSTRUCTIONS	
			Attach one completed MOU to the email template for the nine counties listed below:	
Berkshire Middle	Berkshire Southern	Franklin	Nantucket	Worcester Southern
Berkshire Northern	Dukes	Hampshire	Suffolk	





Submitter: ABC Title
 By: John Q. Public
 Name: John Q. Public

The signer's signature must appear on the **By:** line

Mississippi

⌚ UP TO 1 BUSINESS DAY

COUNTY	MOU	EMAIL	INSTRUCTIONS
Rankin			Attach the completed MOU to the email template.

ALLIANCE PORTAL



A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT.
 One submitted acknowledgment covers all current and future Alliance counties.

⌚ UP TO 1 BUSINESS DAY

COUNTIES		INSTRUCTIONS			
		Pass-through fee reminder. These counties do not require authorization.			
Calhoun	Forrest	Harrison J.D. 1, 2	Lauderdale	Madison	Prentiss
Clarke	George	Jones J.D. 1, 2	Lee	Noxubee	Tishomingo
Copiah	Greene	Lamar	Lowndes	Pearl River	Wayne

CONTINUED



Missouri









UP TO 14 BUSINESS DAYS, MINIMUM

iCOUNTY TECHNOLOGIES PORTAL


STEP 1 OF 2

NOT INTERESTED IN ANY OF THE SIX MOU COUNTIES BELOW? SKIP TO STEP 2 OF 2.

To request authorization for any of these six counties, send each county's completed MOU as instructed below.


MOU COUNTIES	MOU	EMAIL	INSTRUCTIONS
Boone			Attach the completed MOU to this email template or email it to: recorder@boonecountymmo.org and cc: csc-mouprocessing@cscglobal.com
Buchanan			Send completed MOU to: Becky Dunlap, County Recorder (816) 271-1437 411 Jules Room 103 St Joseph, MO 64501
Cass			Send completed MOU to: Mike Medsker, County Recorder (816) 380-8123 1st Floor Courthouse, 102 E Wall St Harrisonville, MO 64701
Clay			Send completed MOU to: Sandra Brock, County Recorder (816) 407-3550 1 Courthouse Square, PO Box 238 Liberty, MO 64068
Greene			Attach the completed MOU to this email template or email it to: cdawson@greenecountymmo.gov and cc: csc-mouprocessing@cscglobal.com
Jackson			Send completed MOU to: Diana Smith, County Recorder (816) 881-4483 112 W Lexington Ste 30 Independence, MO 64050



ALL COUNTIES	EMAIL	INSTRUCTIONS
STEP 2 OF 2		Complete this email template to request authorization to submit to all counties using this portal.



























Andrew	Cedar	Dent	Johnson	Moniteau	Putnam	Taney
Barry	Chariton	Douglas	Laclede	Monroe	Ralls	Texas
Barton	Christian	Dunklin	Lawrence	Morgan	Randolph	Vernon
Bates	Clark	Franklin	Lewis	Newton	Ray	Washington
Benton	Clay 	Gasconade	Lincoln	Nodaway	Saint Clair	Wayne
Boone 	Clinton	Greene 	Linn	Oregon	Saline	Webster
Buchanan 	Cole	Henry	Linn Kansas	Osage	Schuyler	Wright
Caldwell	Cooper	Hickory	Livingston	Ozark	Scott	
Callaway	Crawford	Holt	Maries	Pemiscot	Shannon	
Camden	Dade	Howell	Marion	Pettis	St Francois	
Carroll	Dallas	Jackson 	McDonald	Platte	Ste Genevieve	
Carter	Daviess	Jasper	Miller	Polk	Stoddard	
Cass 	DeKalb	Jefferson	Mississippi	Pulaski	Stone	

CONTINUED



New Hampshire				🕒 UP TO 5 BUSINESS DAYS
COUNTY	MOU	EMAIL	INSTRUCTIONS	
Rockingham			Send completed MOU to:	REGULAR MAIL Cathy Stacey, Register of Deeds P.O. Box 896 Kingston, NH 03848
THIS MOU REQUIRES A WET-INK SIGNATURE. QUESTIONS ABOUT YOUR APPROVAL STATUS? This county requests that you contact CSC. Email csc-mouprocessing@cscglobal.com Or call 1-855-200-1150 option 2.			OVERNIGHT	Cathy Stacey, Register of Deeds 10 Route 125 Brentwood, NH 03833

New York				🕒 UP TO 2 BUSINESS DAYS
COUNTIES		EMAIL	INSTRUCTIONS	
Clinton			Follow the form's instructions.	
Rockland			Complete the email template to submit your authorization request.	








North Carolina				🕒 UP TO 2 BUSINESS DAYS
COUNTIES	MOU	EMAIL	INSTRUCTIONS	
Alamance			Follow the instructions found in the email template.	
Alexander			Attach the completed MOU to the email template.	
Alleghany			Attach the completed MOU to the email template.	
Anson			Attach the completed MOU to the email template.	
Avery			Attach the completed MOU to the email template.	
Bladen			Attach the completed MOU to the email template.	
Buncombe			Attach the completed MOU to the email template, or use the MOU's eSubmit button.	
Cabarrus			Attach the completed MOU to the email template.	
Carteret			Attach the completed MOU to the email template.	
Catawba			Attach the completed MOU to the email template.	
Chatham			Attach the completed MOU to the email template.	
Cherokee			Attach the completed MOU to the email template.	
Cumberland			Attach the completed MOU to the email template.	



By: ABC Title	(COMPANY)
Name: John Q. Public	<i>John Q. Public</i>
Title: Officer	
Date: 11/19/2024	


The company name must appear on the **By:** line

The signer's printed name and signature must appear on the **Name:** line

Davie			Attach the completed MOU to the email template.	
Durham			Attach the completed MOU to the email template.	
Gaston			Send completed MOU to:	Susan Lockridge, ROD P.O. Box 1578 Gastonia, NC 28053
Granville			Attach the completed MOU to the email template.	

🕒 UP TO 7 BUSINESS DAYS, MINIMUM








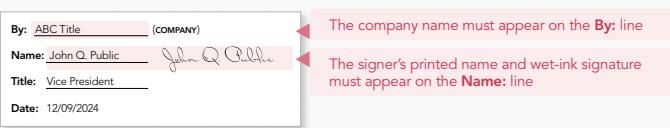









































¹ Your company name on this MOU must match your company name in ePrepare (including spaces and punctuation). In ePrepare, account administrators can view their company name with the following steps:

1. Hover your mouse cursor over your name in the upper-right corner
2. When the user menu appears, click  **Settings**
3. Scroll to the bottom, click **Requesting Party**, refer to the field **Legal Name**

² Your company name on this MOU must match how your company name appears in its Articles of Incorporation.

An example for a limited liability company would be:
The ABC Company, LLC

















North Carolina CONTINUED				🕒 UP TO 2 BUSINESS DAYS
COUNTIES	MOU	EMAIL	INSTRUCTIONS	
Halifax			Attach the completed MOU to the email template.	
Haywood			Attach the completed MOU to the email template.	
Iredell			<p>Please complete both steps listed below: 🕒 UP TO 7 BUSINESS DAYS, MINIMUM</p> <ol style="list-style-type: none"> 1. Print the completed MOU and add a wet-ink signature on page 5, as indicated below. Attach a copy of the signed MOU to the email template. 2. Since the county requires a wet signature on this MOU (see below), please also mail the completed agreement with a wet-ink signature to: Stacy Johnson, Register of Deeds Senior Deputy 211 Constitution Lane Statesville, NC 28677 	
			 <p>By: ABC Title (COMPANY) ▶ The company name must appear on the By: line</p> <p>Name: John Q. Public <i>John Q. Public</i> ▶ The signer's printed name and wet-ink signature must appear on the Name: line</p> <p>Title: Vice President</p> <p>Date: 12/09/2024</p>	
Jackson			Attach the completed MOU to the email template.	
Lee			Attach the completed MOU to the email template.	
Macon			Attach the completed MOU to the email template.	
Martin			Attach the completed MOU to the email template.	
McDowell			Attach the completed MOU to the email template. WET-SIGN ONLY — NO DIGITAL SIGNATURES	
Mecklenburg			Attach the completed MOU to the email template.	
Mitchell			Attach the completed MOU to the email template.	
Moore			Attach the completed MOU to the email template.	
Nash			Attach the completed MOU to the email template.	
New Hanover			Attach the completed MOU to the email template. SEE FOOTNOTE 1	
Northampton			Attach the completed MOU to the email template.	
Onslow			Attach the completed MOU to the email template.	
Pamlico			Attach the completed MOU to the email template.	
Pitt			Attach the completed MOU to the email template.	
Robeson			Attach the completed MOU to the email template.	
Rowan			Complete the email template to send your request.	
Sampson			Attach the completed MOU to the email template. THIS MOU REQUIRES AN ELECTRONIC SIGNATURE	
Stokes			Attach the completed MOU to the email template.	
Swain			Attach the completed MOU to the email template.	
Transylvania			Attach the completed MOU to the email template.	
Union			Attach the completed MOU to the email template.	

















































¹ Your company name on this MOU must match your company name in ePrepare (including spaces and punctuation).
In ePrepare, account administrators can view their company name with the following steps:

1. Hover your mouse cursor over your name in the upper-right corner
2. When the user menu appears, click  **Settings**
3. Scroll to the bottom, click **Requesting Party**, refer to the field **Legal Name**

CONTINUED











North Carolina CONTINUED				🕒 UP TO 2 BUSINESS DAYS
COUNTIES	MOU	EMAIL	INSTRUCTIONS	
Vance			Attach the completed MOU to the email template.	
Wake			Attach the completed MOU to the email template.	
Wayne			Attach the completed MOU to the email template.	
Wilkes			Attach the completed MOU to the email template.	
Wilson			Attach the completed MOU to the email template.	
Yadkin			Attach the completed MOU to the email template.	
Yancey			Attach the completed MOU to the email template.	

COURTHOUSE PORTAL			A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT. Submit one completed acknowledgment to cover all current and future Courthouse counties.	🕒 UP TO 1 BUSINESS DAY
COUNTIES	INSTRUCTIONS			
Beaufort	Pass-through fee reminder. This county does not require authorization.			
Burke			Attach the completed MOU to the email template.	
Caldwell			Send completed MOU to: Wayne L. Rash, ROD 905 West Avenue N.W. Lenoir, NC 28645	🕒 UP TO 7 BUSINESS DAYS
Chowan			Attach the completed MOU to the email template.	
Cleveland			Attach the completed MOU to the email template.	
Craven			Attach the completed MOU to the email template.	
Currituck			Attach the completed MOU to the email template.	
Dare			Attach the completed MOU to the email template.	
Duplin			Attach the completed MOU to the email template.	
Franklin			Attach the completed MOU to the email template.	
Gates			Attach the completed MOU to the email template.	
Harnett			Attach the completed MOU to the email template.	
Henderson			Attach the completed MOU to the email template.	
Hertford			Attach the completed MOU to the email template.	
Lincoln			Attach the completed MOU to the email template.	
Madison			Attach the completed MOU to the email template.	
Montgomery			Attach the completed MOU to the email template.	
Orange			Attach the completed MOU to the email template.	
Pasquotank			Attach the completed MOU to the email template.	
Pender			Attach the completed MOU to the email template.	
Perquimans			Attach the completed MOU to the email template.	
Person			Attach the completed MOU to the email template.	
Randolph			Attach the completed MOU to the email template.	
Richmond			Attach the completed MOU to the email template.	
Rockingham			Attach the completed MOU to the email template.	

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North Carolina | CONTINUED

COURTHOUSE PORTAL			A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT. Submit one completed acknowledgment to cover all current and future Courthouse counties.	 UP TO 1 BUSINESS DAY
COUNTIES		INSTRUCTIONS		
Stanly			Attach the completed MOU to the email template.	
Surry			Attach the completed MOU to the email template.	
Watauga			Attach the completed MOU to the email template.	

Ohio










 UP TO 1 BUSINESS DAY



COUNTY	MOU	EMAIL	INSTRUCTIONS
Columbiana			Complete the email template to send your request.
Huron			Attach the completed MOU to the email template.
Morrow			Follow the form's instructions to obtain authorization.

COURTHOUSE PORTAL			A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT. Submit one completed acknowledgment to cover all current and future Courthouse counties.	 UP TO 1 BUSINESS DAY
COUNTIES		INSTRUCTIONS		
Brown		Pass-through fee reminder. This county does not require authorization.		



South Carolina



 UP TO 2 BUSINESS DAYS

COUNTY	MOU	EMAIL	INSTRUCTIONS
Aiken			Attach the completed MOU to the email template. WET-SIGN ONLY — NO DIGITAL SIGNATURES
Beaufort			Attach the completed MOU to the email template.
Greenville			Attach the completed MOU to the email template.
Lexington			Attach the completed MOU to the email template.
Union			Complete the email template to send your request.

COURTHOUSE PORTAL			A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT. Submit one completed acknowledgment to cover all current and future Courthouse counties.	 UP TO 1 BUSINESS DAY
COUNTY		INSTRUCTIONS		
Jasper		Pass-through fee reminder. This county does not require authorization.		

Tennessee

COUNTY	FORM	EMAIL	INSTRUCTIONS
All Counties			1. Beginning July 1, 2025 Tennessee House Bill 1039 will require that only approved entity types are permitted to submit documents for eRecording. Please see the form for more information. If you plan to continue eRecording with Tennessee counties after this date, please complete the form and attach it to the email template (or email it to csc-mouprocessing@cscglobal.com). Include any proof validating your entity type. Allow up to 5 business days for processing.
			2. Please note that a signed and notarized Certificate of Authenticity must accompany each document submitted for eRecording. See Tennessee eRecording Special Requirements .

COURTHOUSE PORTAL			A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT. Submit one completed acknowledgment to cover all current and future Courthouse counties.	 UP TO 1 BUSINESS DAY
COUNTY		INSTRUCTIONS		
Franklin		Pass-through fee reminder.		

CONTINUED



Texas

Texas counties may — at their discretion — reject submissions from entities not specifically mentioned in [Texas Govt Code Title 6, Subtitle B, Chapter 195.003 \(a-1 through a-7\)](#):

UP TO 2 BUSINESS DAYS

- | | |
|---|---|
| (1) an attorney licensed in this state; | (4) a person licensed to make regulated loans in this state; |
| (2) a bank, savings and loan association, savings bank, or credit union doing business under the laws of the United States or this state; | (5) a title insurance company or agent licensed to do business in this state; |
| (3) a federally chartered lending institution, a federal government-sponsored entity, an instrumentality of the federal government, or a person approved as a mortgagee by the United States to make federally insured loans; | (6) an agency of this state; |
| | (7) a municipal clerk |

COUNTIES

MOU

EMAIL

INSTRUCTIONS

Hays



Attach the completed MOU to the email template.



Company: ABC Title
 By: John Q. Public John Q. Public
 Title: Vice President
 Date: 11/19/2024

The signer's signature and printed name are both required on the By: line

Nueces



Send completed MOU to: CSC Submitter Support
 1-855-200-1150
 919 North 1000 West
 Logan, UT 84321

UP TO 5 BUSINESS DAYS



ABC Title
 Name: John Q. Public (Authorized Filer)
 Title: Vice President
 Signature: John Q. Public
 Date: 11/19/2024

The company name and signer's printed name are both required on the Name: line

An original wet-ink signature is required (electronic signatures are not accepted)

Williamson



Attach the completed MOU to the email template.

- Your company name must match the **RETURN TO:** name on your documents and as it appears with the licensing authority.
- Refer to [Texas Local Government Code](#) (specifically, Sec. 195.003) which lists who is authorized to file electronically. This county strictly adheres to this statute and may reject submissions from parties that do not meet the qualifications.

Utah

UP TO 1 BUSINESS DAY

COUNTIES

EMAIL

INSTRUCTIONS

Daggett



When you have documents to record, complete the email template to request authorization.

Duchesne

IDs obtained through other vendors may be used with CSC.



When you have documents to record, complete the email template or follow these instructions: Call the county recorder's office at 1 (435) 738-1160 to request a Submitter ID. Then register your Submitter ID with ePrepare (for instructions, see [Managing Jurisdictions](#)).

Morgan



When you have documents to record, call the county at 1 (801) 829-3277 to request a Submitter ID. Use the email template to send us your ID and we will authorize your submissions to this county.

Piute

IDs obtained through other vendors may be used with CSC.



When you have documents to record, complete the email template to request authorization. Register your Submitter ID with ePrepare (for instructions, see [Managing Jurisdictions](#)).

Wasatch

IDs obtained through other vendors may be used with CSC.







































Call the county recorder's office at 1 (435) 657-3210 to request a Submitter ID. Then register your Submitter ID with ePrepare (for instructions, see [Managing Jurisdictions](#)).


CONTINUED



Let's talk 1 855 200 1150 | csc-help@cscglobal.com


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Virginia				🕒 UP TO 2 BUSINESS DAYS
COUNTY	MOU	EMAIL	INSTRUCTIONS	
Albemarle			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Augusta			Attach the completed MOU to the email template.	SEE FOOTNOTE 1 WET-SIGN ONLY — NO DIGITAL SIGNATURES
Bedford			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Bristol			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Caroline			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Chesterfield			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
City of Chesapeake			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
City of Virginia Beach			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Fairfax			Attach the completed MOU to the email template.	
Fluvanna			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Henrico			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Isle of Wight			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
King George			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Montgomery			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Richmond			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Spotsylvania			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Stafford			Attach the completed MOU to the email template.	SEE FOOTNOTE 1
Suffolk			Attach the completed MOU to the email template.	SEE FOOTNOTE 1 WET-SIGN ONLY — NO DIGITAL SIGNATURES

West Virginia				🕒 UP TO 1 BUSINESS DAY
COURTHOUSE PORTAL			A PASS-THROUGH FEE APPLIES FOR EACH RECORDED DOCUMENT. Submit one completed acknowledgment to cover all current and future Courthouse counties.	
COUNTY	INSTRUCTIONS			
Hardy	Pass-through fee reminder. This county does not require authorization.			

¹ Your company name on this MOU must match your company name in ePrepare (including spaces and punctuation).

In ePrepare, account administrators can view their company name with the following steps:

1. Hover your mouse cursor over your name in the upper-right corner
2. When the user menu appears, click  **Settings**
3. Scroll to the bottom, click **Requesting Party**, refer to the field **Legal Name**



RESOURCES

Supplemental Guides

- Active County List
- County Authorization Guide ⓘ
- ePrepare User Guide
- ePrepare Administrative User Guide ⓘ
- Managing Jurisdictions ⓘ

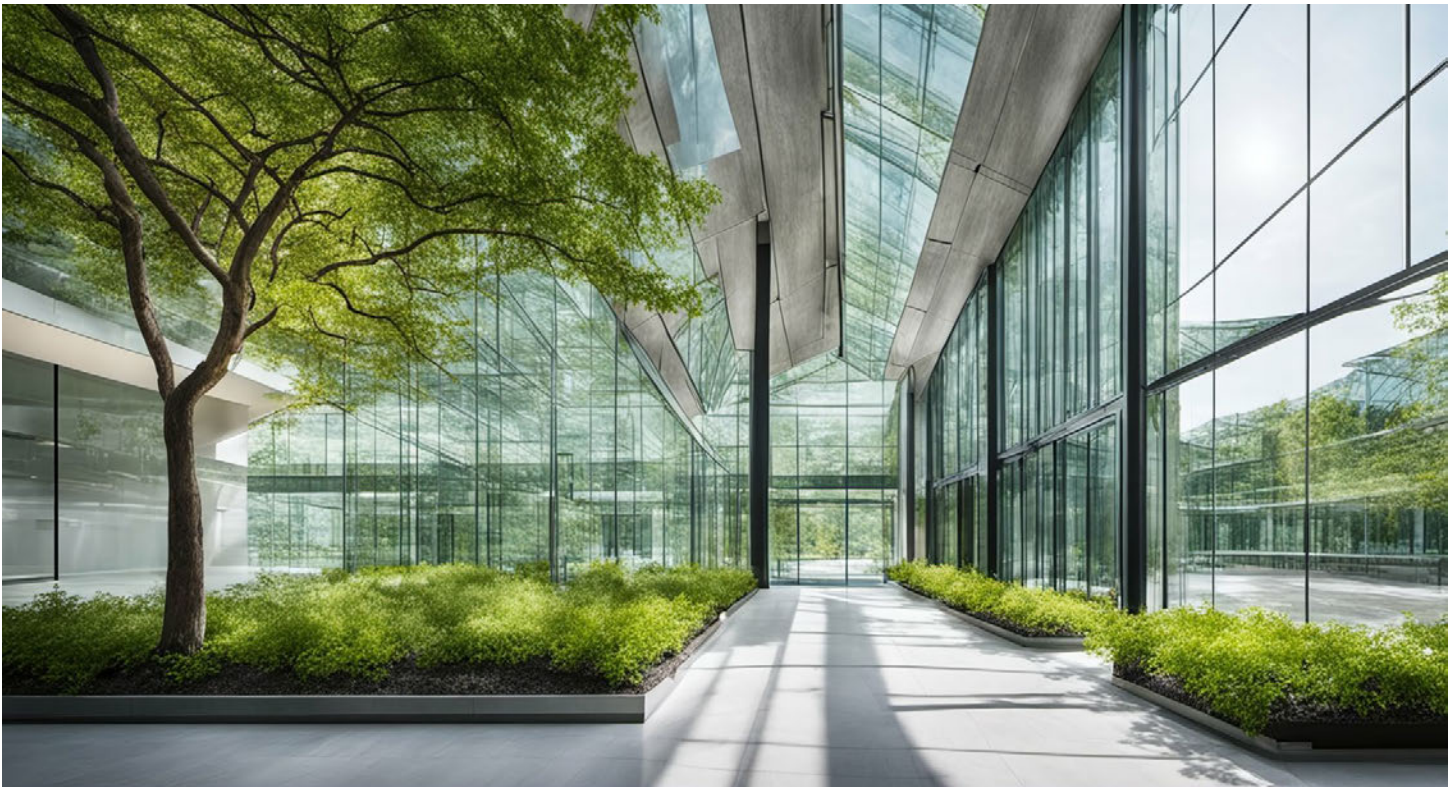
ⓘ For Administrators or users assigned applicable roles.

Troubleshooting Guides

- Adding CSC as a Trusted Website
- Clearing Cache and Cookies
- Counties Prohibiting Document Editing
- ePrepare Package Statuses
- Quickstart Toolbar Guide
- Removing Headers and Footers
- Troubleshooting Tips for ePrepare

Website Resources

- Beginner's eRecording Guide
- Register for ePrepare Training
- Remote Online Notarization
- Reset Login Password for ePrepare
- State Holidays
- SECURE** Holidays



CSC provides electronic recording (eRecording) Real Estate services, allowing clients to quickly and securely record documents across the U.S. First to the market with this solution, we provide speed and security for real estate transactions. Our web-based application shortens time between closing and recordation, eliminates errors that cause rejections, and improves document tracking for more efficiency. To learn more about our paper and electronic county recording for seamless coast-to-coast coverage, visit cscglobal.com/service/erecording.

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