UTAH E-RECORDING SPECIAL REQUIREMENTS

For L2 documents (documents scanned from paper originals), you must include the following two additional documents when submitting to Utah counties:

- Notary Copy Certification
- Agreement for the Conversion of an Original Paper Document to an Original Electronic Document

**EXCEPTIONS:** The following Utah counties no longer require these attachments and submissions may be rejected if these attachments are included:

- **Cache County UT** — effective January 20, 2015
- **Washington County UT** — effective June 1, 2015

**REQUIREMENTS**

- Internet Explorer
- CSC Imaging Utility

During document preparation, ePrepare® can create, sign, and notarize these forms — the use of Internet Explorer and our free CSC Imaging Utility is required.

To take advantage of this feature, please follow these steps:

1. Create user accounts for each signer/notary in your organization
2. Assign these users applicable roles (Organization Admin or Sign / Notarize)
3. Have each user complete our Digitized Signature Form and return it to us
4. Locate the Conversion Agreement and Notary Certification panels (shown below):

When preparing your document in ePrepare, look for the Conversion Agreement and Notary Certification panels and select Create.

If you’d prefer to use paper or scanned versions of these forms, choose Open or scan as Legal or Letter.

Please see the following pages for examples of these required forms.
NOTARY’S COPY CERTIFICATION

STATE OF UTAH

County of ____________________________

On this ____________________________, I certify that the document identified as ____________________________

(e.g., 23rd Day of Oct 2014) being submitted, is a true, exact, complete and unaltered scanned image made by me of

g_______________

document-type

being submitted, presented to me by the document’s custodian,

g_______________

document-type

Submitter Name

, and that, to the best of my knowledge,

said electronically scanned image is neither a public record nor a publicly recorded document, certified copies of which

are available from an official source other than a notary.

________________________

Notary signature

________________________

Notary name

________________________

Street address

________________________

City, State and Zip Code

Notary Public

Notary of ____________________________

County name (if applicable)

State of ____________________________

State name (if applicable)

My Commission Number is ____________________________

My Commission Expires on ____________________________
AGREEMENT
FOR THE CONVERSION OF AN
Original Paper Document TO AN Original Electronic Document

I, ________________________________, do hereby convert the Originating Paper Document identified as

Preparer’s Name

______________________________ to an Electronic Original Document, subject to the following terms:

Document title

1. for all purposes for which the designation of an Original Document may be relevant, a single electronic scanned
image when certified by a notary public (where applicable by law) to be a true, exact, complete and unaltered
copy of the Originating Paper Version of the document, shall become the Original Electronic Document when
stored electronically in such a way that it can be known and certified to be the same Original Electronic
Document in contradistinction to any electronic copy that may be made of it, and

2. in the event that the Original Electronic Document is lost or destroyed or becomes incapable of certification as
an Original Electronic Document, the Originating Paper Version(s), together with all available paper copies of
electronic transactions effected using the Original Electronic Document, shall comprise the Original Document
for all purposes.

Further, I hereby affirm that:

1. The Originating Paper Document is an Original.

2. ________________________________ is the lawful custodian of said document.

   Submitter Name

3. The Originating Paper Document will be retained during the time the Original Electronic Document
   is being recorded.

4. A permanent mark will be placed on the first page of the Originating Paper Document after the
   Original Electronic Document has been recorded that states that the document has been electronically
   recorded and gives the entry number and recording date and time.

5. ________________________________ has agreed to indemnify and hold harmless the

   Submitter Name

   County Recorder for any costs or damages that may arise because of the failure of The Submitting Party
to comply with any of the foregoing requirements.

______________________________

Signer Signature

______________________________

Signer Printed Name

______________________________

Signer Street Address

______________________________

Signer City, State and Zip Code