

DOCUMENT RECORDING

WE HAVE MOVED TO SCAN FIRST

WHAT IS IT?

- Scan First is a new feature of the document recording process that allows for documents that are presented over the counter for recording to be scanned at the time of recording and returned to our customers at the time of payment.
- Mail in documents will be scanned first too and will be returned faster than before.
- For multiple documents (3 or more) provided to the Document Recording Unit for recording, we continue to ask that you leave those documents with the Document Recording Unit and those documents will be available for pick up the next business day.
- The E-Recording process will not be impacted by Scan First.