

UNIFORM PARCEL IDENTIFIER PROGRAM – UPI

As of January 1, 2005, land record instruments must receive a Uniform Parcel Identifier (UPI) prior to the recording of the instrument. The Recorders Office will not accept documents for recording without the ASSIGNED UPI DOCUMENT presented with it. There is a \$15.00 recording fee for each UPI STAMP, **payable at the time of recording**. UPI's are assigned/verified by the County Assessment Office. For additional information, please review the following list of commonly asked questions and answers.

Q & A on the Uniform Parcel Identifier Ordinance:

Why have the UPI Ordinance?

By instituting this Ordinance, the County looks forward to being able to have a better interconnectivity between the multiple offices that work with land records. In addition, the UPI will become a searchable item in these Offices. Hopefully, this will help the public and professionals more easily identify the connection between those instruments with a given Uniform Parcel Identifier and the County records that they reference.

What instruments need a UPI prior to recording?

1. Deeds
2. Instruments that transfer any interest in real property
3. Articles of agreement for the sale of land
4. Quit-claim deeds
5. Quit title decrees
6. Memorandum of Sales
7. Boundary Line Agreements
8. First right of refusal
9. Option to purchase
10. Road vacation documents
11. Deed of Dedications
- 12 Lot Additions and Consolidations
13. Any other document which transfers any interest in land and which is to be recorded.

The following list of documents does not require the imprinting of a UPI number.

1. Every mortgage, including mortgage assignments, extension, releases, and Postponements;
2. Secured transactions;
3. Easements and Right-of-way Agreements;
4. Declarations of Trust;
5. Releases;
6. Power of Attorney;
7. Satisfaction Pieces;
8. Leases;
9. Confirmation of Bankruptcy;
10. Approval of Trustees;
11. Adjudications not related to interests in land;
12. Severance Agreements;
13. Election to Take Against Will;
14. Plot Plans
15. Declaration of By-Laws
16. Service Discharge Papers
17. Oath, Bond and Commissions or Notaries Public, County Office and all others who receive their Commissions from the State.
18. Cemetery or Burial Lots

What is the process of receiving a UPI?

When the instrument is ready for an assigned or verified UPI, it can be Faxed, Emailed or brought to the County Assessment Office. We will not accept instruments that have been mailed to the Register and Recorders Office without the ASSIGNED UPI DOCUMENT presented with it. Legally there is a 48-hour or two business day turnaround for the County to assign or verify the UPI. In most cases, we will try to assist people as quickly as possible or the instruments can be picked up at a later time. Once we have the instruments, we look them over to determine whether the information provided denotes a UPI to be verified or requires a new UPI to be assigned. Below are the main components which are looked at to begin this determination,