

Requirements for Filing



- •Demand of fees IC 36-2-11-6
- •Record in order received all instruments that are <u>proper</u> for recording. IC 36-2-11-8

State Board of Accounts

Recording Requirements

- Form of the record
 - Paper IC 36-2-11-16.5
 - Microfilm
 - Electronic IC 32-21-2.5 for recording property

State Board of Accounts

2018

Recording Requirements



- •Auditor Certification IC 36-2-11-14
- •Mobile Home Contracts IC 36-2-11-14.5

State Board of Accounts

Recording Requirements

- •Name of person IC 36-2-11-15
- •Signatures IC 36-2-11-16
 - Affidavits
 - Copies

State Board of Accounts

2018

Recording Requirements

UCC Filings

- Fee must be paid
- Rejection of filing IC 26-1-9.1-516







NOTARIES

State Board of Accounts

2018

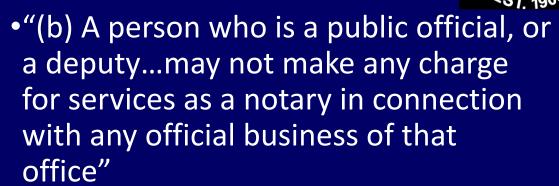
Notaries

- •IC 33-42-2-7
 - •"(a) For purposes of Article 2, Section 9 of the Constitution of the State of Indiana, notary public is not a lucrative office"

State Board of Accounts

Notaries





State Board of Accounts

2018

Notarized Documents



- •Use of the Notary Seal IC 33-42-2-4
- Printed name of Notary on documents
 - IC 33-42-2-9
- •Seal must include IC 33-42-10-2

State Board of Accounts



OFFICIAL BONDS

State Board of Accounts

2018

Public Official Bonds

RD OF ACCOUNTS A WAY A W

- •IC 5-4-1-18(d)
 - Minimum Amounts
 - Blanket bonds and Crime Policy
 - Bond Terms
 - Memo from SBOA issued October 22, 2015

State Board of Accounts