

National Republic Registry Recording & Mailing Procedures

Thank you for inquiring about our filing services.

MAILING DOCUMENTS PROCEDURES

If you are mailing your originals to National Republic Registry via USPS, FEDEX, DHL, or UPS, please complete and include the [RECORDING REQUEST FORM](#) in your mailing package. This form instructs our office of your request. Upon receipt of your documents, we electronically scanned and file your request on our website at www.nationalrepublicregistry.com. All original documents mailed to National Republic Registry are put in the mail back to you within 24 hours of receipt in our office. Additionally, you will receive a Certificate of Electronic Recording which contains your personal file number and any certified copies that may be requested by you.

E-RECORDING PROCEDURES (NO FAXES ARE ACCEPTED)

If you are e-filing your recording with National Republic Registry via email, all original documents must be scanned and saved in **PDF FORMAT ONLY** and email them to recordings@nationalrepublicregistry.com. All pages to be included in one recording must be submitted to us in the appropriate order in one PDF file. Then, send one email to recordings@nationalrepublicregistry.com with your PDF recording attachment **and** the [Recording Request Form](#) as a separate PDF file in the same email with your electronic recording. [Click here](#) to see an example email format for electronic recording submission.

Once your email is received, we will electronically place the PDF file on www.nationalrepublicregistry.com and National Republic Registry will mail a Certificate of Electronic Recording and any requested Certified Copies.

The documents are in public view from that point forward and available to view at any time at the filing location URL. The charge for filing is \$8.00 for the first page and \$2.00 for each additional page. For certified copies, there is a charge of \$2.00 per page. If you are mailing your documents, please include a self-addressed stamped envelope for us to use to return your originals, along with your method of payment and the [Recording Request Form](#).

If you are e-filing your documents, you will incur an additional charge of \$4.90 for the postage to have your Certificate of Electronic Recording (and any Certified Copies, if requested) mailed back to you by Priority Mail, or \$21.00 to have it overnight mailed via USPS EXPRESS MAIL.

We do not modify any documents, so be sure that any social security numbers or driver's license numbers that you do not want available to the public are redacted prior to sending us your filings. Also, make sure your documents are in the order in which you wish them to be displayed on our website.

We hope this answers your questions. If you have additional questions, or if we may be of further assistance, please email us at recordings@nationalrepublicregistry.com.

Your National Republic Registry Team

1.817.563.6702 Office

www.nationalrepublicregistry.com

"Be empowered by adversity, not overcome by adversity."