

Document Bulletin for Putnam County, OH

Putnam County, OH is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- 3” top margin with 1” on side and bottom. 1 ½” margin top of subsequent pages.
- Legal and Letter Accepted
- Recording Hours 8:30 – 4:30 M-F
- \$ 20 non-standard fee charged for outside margins, highlights, hard to read documents
- No Red Highlights on Image
- Minimum 10 Point Font
- The county is not accepting Conveyance/Deed, Map, Plat type documents electronically.

Document Type	Required Indexing
Affidavit	NONE
Agreement	
Amendment	
Assumption	
Assignment	
Bankruptcy	
Federal Tax Lien	
Federal Tax Lien Withdrawal	
Federal Tax Lien Release	
Federal Tax Lien Part Release	
Financing Statement	
Lease	
Lien	
Modification of Mortgage	
Mortgage	
Notice	
Partial Release	
Power of Attorney	
Release	
Subordination of Mortgage	
Termination	
Waiver	