

## ***Document Bulletin for Banks County, GA***

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Banks County, GA 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-inch margin at the top of first page and 1-inch margin on the sides and bottom of each page.
- Letter and Legal sized documents accepted.
- 300 DPI accepted for documents
- Recording Hours: M-F, 8:00 AM to 5:00 PM

Document Type	Required Indexing and Attachment
Assignment AssignmentOfMortgage Cancellation Reconveyance ReleaseOfMortgage Satisfaction	<b>Indexing for all document types:</b> Grantor/Grantee Requesting Party/Address