



Document Bulletin for Dutchess, NY

Dutchess, NY 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:

- First page of document must have a Top Margin of 2 inches and side margin of 1 inch
All subsequent pages should have a 1-inch margin at top and sides
- 300 DPI on all Images.
- Recording Hours: M-F, 8:30 AM to 3:30 PM
- Deeds require the TP-584 and the RP 5217 forms
- Chain of Title documents require indexed data for all documents in chain

Document Type	Required Indexing and Attachment
ASSIGNMENT DEED DISCHARGE MORTGAGE	Grantor/Grantee Requesting Party Consideration for Deeds/Mortgages TP-584, 255 Exemption Affidavit, RP-5217 as optional attachments for Deeds/Mortgages Referenced document info (Inst #/Bk/Pg) where applicable **County has requested that all closing documents be sent as (1) single package**