



Document Bulletin for PORTAGE, OH

Portage, 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 required on first page, 1 inch on sides and bottom; subsequent pages - 1.5 inch on top; and 1" on sides and bottom
- Non-conforming fee of \$20
- Letter and Legal sized documents accepted.
- 300 DPI on all Images.
- Recording Hours: M-F, 8:30 AM to 4:30 PM

Document Type	Required Indexing and Attachment
MORTGAGE RELEASE	Grantor/Grantee