



Document Bulletin for Pasquotank, NC

Pasquotank, NC 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. All other margins to be 1/2" on all pages.
- Letter and Legal sized documents accepted
- Minimum 9 pt font required
- 300 DPI accepted for documents.
- Recording hours are M-F, 8:00 AM to 4:30 PM (Cut Off Time, can be submitted any time)
- The County requires a signed submitter agreement for electronic recording. Also, the county's land record provider charges an additional \$ 2.00 service fee that will be billed to the submitter in their CSC periodic billing invoice. Please visit the CSC Quickstart site to complete the Submitter MOU and Acknowledge the \$ 2.00 service fee:

Instructions for filing the MOU can be found here:

<https://apps.erecording.com/Quickstart/CSC%20County%20Authorization%20Guide.pdf>

- North Carolina statute requires that documents submitted included the following statement that will appear on the public record. It should appear on the first page of the document to be recorded:

Submitted electronically by _____(Submitter's Name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with _____(County Name) County Register of Deeds.

Document Type	Required Indexing and Attachment
Satisfactions only	Grantor/Grantee Consideration for Deeds/Mortgages