



Document Bulletin for Newport News City, VA

Newport News City, VA 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:

- Documents must have a 1 inch blank margin at top of first page and 1 inch blank margin on remaining sides of first page and on all sides and top of subsequent pages.
- Letter sized documents accepted.
- 300 DPI on all Images
- Hours of Operation: M-F, 8:00 AM to 4:00 PM

Document Types	Required Indexed Fields
Affidavit *Agreement AgreementOfLease Amendment Assignment AssignmentOfDeedOfTrust AssignmentOfLeaseAgreement CertificateOfPartialRelease CertificateOfPartialSatisfaction CertificateOfRelease CertificateOfSatisfaction CertificateOfTransfer CommercialAssignmentOfDeedOfTrust CommercialPartialSatisfactionOfDeedOfTrust CommercialReleaseOfAssignmentOfLeasesAndRents CommercialSatisfactionOfDeedOfTrust CondominiumInstrument *Contract DeclarationStatement *Deed *DeedInLieuOfForeclosure DeedInTrust *DeedOfEasement *DeedofTrust *DeedOfTrustConstructionLoan *DeedOfTrustCreditLine *DeedOfTrustModified *DeedOfTrustRefinance *DeedOfTrustRevolvingEquityLine DeedTrusteesOnForeclosure Easement GiftDeed	Indexing for all document types: Grantor/Grantee Requesting Party/Address Tax Map/PIN Coverpage attachment Additional Indexing: *Assessed Value, Consideration Amount, Grantee Address

Homestead LisPendens MechanicsLien *MineralDeed NoticeOfLien PartialReconveyance Plat PowerOfAttorney *QuitClaimDeed Reconveyance Release ReleaseOfDeedOfTrust ReleaseOfLisPendens ReleaseOfMechanicsLien RevocationOfPowerOfAttorney Rider Satisfaction Subordination SubstitutionTrustee *TaxDeed *TimberDeed *TrustDeed	
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