

GUIDELINES FOR RE-RECORDING A DOCUMENT

There are two ways to re-record a document to reflect a correction of any kind (NOTE: You CANNOT alter a court certified copy. You must obtain a new certified copy of such a document):

- **Re-record the original (by making the corrections and having it re-acknowledged before a notary—we do not require that it be the same notary as before).**
- **Start over with a new document (and reference the recording information of the previous recording on the first page of the new document).**

If you choose to re-record the original (usually easier):

- a) **Make the necessary correction(s)**—DO NOT REMOVE any previous information. Simply strike or cross out incorrect information, and add/insert corrections to the document(s) as required.
- b) **If the document is doing one of the items listed at the bottom of the page, have the document(s) re-acknowledged** (or re-verified if applicable) before a notary public; otherwise, skip to step 'c'. ALL parties that were originally acknowledged must be acknowledged again, or a new verification added if the document required one. **You may use a different notary than before.**
- c) **Complete a new cover page** for each document (you may use a blank letter-sized page, add the return mailing address in the upper left-hand corner, insert the title of the document in the center of the page, and state the reason for re-recording on the cover page: i.e., **"This document is being re-recorded to correct the legal description."**)
- d) **Return the document(s) with correct recording fees.** Visit our website at www.trinitycounty.org/index.aspx?page=57 for correct fees or to download our fee schedule. You DO NOT have to repay documentary transfer tax if it was paid with the previous recording, nor do you have to resubmit a Preliminary Change of Ownership Report (PCOR) if one was submitted with the original recording.

If you choose to start over, you must include the following on the first page near the document title:

"This document is being recorded to correct document number _____ (document/instrument number), which recorded on _____ (date), to correct _____ (reason for recording; i.e., 'the legal description', 'name of the Grantor', etc.)"

NOTE: This office CANNOT advise you about the legal effects of the document(s) recorded. Such matters must be discussed with your legal advisor, and/or the party that originally prepared the document(s).

The Recorder's Office CANNOT help you complete documents or give you any legal advice.

Sincerely,

**Trinity County Recorder's Office
11 Court Street, PO Box 1215, Weaverville, CA 96063**

REASONS FOR RE-ACKNOWLEDGING A RE-RECORDING:

- 1) **Change in legal description (no matter how minor the change).**
- 2) **Name of party being released omitted.**
- 3) **Names reversed or missing in caption.**
- 4) **Incorrect acknowledgement.**
- 5) **Recording references omitted in Request for Notice.**