

The Office of the County Recorder was created by the First Legislative Assembly of the Territory of Iowa in 1839. Your County Recorder continues to maintain official records of documents affecting real estate in order to protect innocent third parties in real estate transactions.

The County Recorder's office is at the hub of the courthouse function to serve you. A significant portion of duties performed by other county officials is dependent on the work performed by your County Recorder.

Iowa's County Recorders are proud of their tradition and looking forward to the future.

Get to know your
County Recorder/Registrar
and the services provided.

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County Recorders/Registrars

... what can they do for
you?



Recorders/Registrars process valuable information concerning . . .

Lands and Records Management

Your recorder/registrar is responsible for recording your:

- Deeds
- Contracts
- Mortgages
- Assignments, Releases
- Federal and State Tax Liens
- Affidavits
- Plats & Surveys
- Section Corner Certificates
- Military Service Records
- Easements
- Condemnations
- Trade Names
- Leases
- 28E & Drainage Agreements
- Bills of Sale
- Articles of Incorporation
- Financing Statements
- . . . plus numerous other documents.

Vital Records

Your recorder/registrar:

- Issues Marriage Licenses
- Registers Birth, Death & Marriage Certificates
- Certifies Vital Records

Licenses - Registrations - Applications

Your recorder/registrar is responsible for selling or issuing:

- Boat Registrations/Titles/Liens
- Snowmobile Registrations/Titles Liens
- ATV Registrations
- Hunting and Fishing Licenses
- Fur Harvester Licenses
- Habitat, Duck and Trout Stamps
- Deer and Wild Turkey Applications
- Landowner/Tenant Gun & Archery Permits

Passports

- As agents, recorders/registrars assist in completing and mailing applications for passports.

Other Responsibilities

Your recorder/registrar also:

- Collects real estate transfer tax on conveyances of property, a portion of which is retained in your county's general fund.
- Performs federal and state tax lien searches and research of current records for the public.
- Collects and reports auditor's fee on transfer of property.
- Certifies recorder's records.
- Makes records available for genealogy research.
- Files detailed reports monthly and annually to the county and to state agencies.

Recording fees collected for the county provide a form of property tax relief.