



Good Deeds

News from the Office of the Recorder of Deeds, Chester County, Pennsylvania

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Click on "Records Search" for records online.

Hours:

The office is open Monday through Friday from 8:30am to 4:30pm. However, same-day document recording stops at 4:00pm on all days. The Search Library is open from 8:30am to 4:15pm, weather permitting.

Fees:

For a full list of service fees, see our website: www.chesco.org/recorder.

Reminder:

To save time and facilitate the filing and recording of documents, submitting parties should include two return self-addressed, stamped envelopes with the initial filing. The first envelope will be used to notify the submitting party the document has been received and the second envelope will be used to return the original recorded document. If return envelopes are not included, the notification process will take longer to complete.

Prior Newsletters are available at www.chesco.org/recorder.

Recorder Ryan Costello to Participate in Upcoming County GIS Panel

On November 17, 2008, the County is conducting a Geographic Information Systems (GIS) Conference. Recorder of Deeds Ryan Costello will be part of a panel discussing the role of the Recorder's Office in providing core source data to other County departments.

The Recorder of Deeds office collects and/or maintains certain information [e.g., UPI number, legal description, grantee's address] as a part of the recordation process. This information is in turn used by various County departments such as: Emergency Services, District Attorney, Tax Assessment, Health Department and Planning Commission. These and other departments and agencies rely on our efficiency and accuracy in the collection and/or maintenance of property information.

The GIS Conference is a one day event taking place at the Inn at Chester Springs located in Lionville. For more information, please visit our website, www.chesco.org/recorder.

Costello Joins Panel Discussion



Recorder Ryan A. Costello, Esq. (far left) was a panel member recently at the Chester County Bar Association's Environmental Committee Meeting. Ryan spoke on Recording Environmental Covenant Agreements. The meeting was held at the Chester County Art Association.

Recorder of Deeds Website: A Valuable Resource for Submitters

Have you visited our website lately? The website is a useful tool for submitters. Available there is information on fees, document standards, office policies and procedures, as well as links to other important information useful to those submitting documents.



The "Getting Information – FAQs" webpage offers basic recording details in a Q&A format. The "Records Search" webpage offers access to information on many recorded documents, as well as images of documents recorded after 1993. It is provided to the public free of charge. On the "News, Notices & Updates" webpage, you will find all public notices issued since 2000, and our *Good Deeds* newsletter archives, as well as updated State Common Level Ratio information. Parameters and tips for Electronic Recording in Chester County are posted in the "E-Recording" area including our Document Standards and acceptable Document Types.

If you have not checked out this web resource lately, take a moment today to tour the site! The address is www.chesco.org/recorder.

Bureau of Land Records Website

The Bureau of Land Records (BLR) has unveiled its new website! The web address is www.chesco.org/BLR.

The primary purpose of the BLR is to verify UPI numbers as stated on land record documents. Each document submitted for recording is first reviewed by the BLR. Each UPI number is subsequently indexed, by the Recorder of Deeds Office, during the recordation process.

The BLR website contains valuable information on obtaining and verifying the UPI number for a property, as well as general information about the BLR and its procedures.

The BLR is located at 121 North Walnut Street, Borough of West Chester, and is open weekdays 8:30am to 4:15pm.



Recording Refresher...APOSTILLE VS. CERTIFICATE OF AUTHENTICATION

Since October 15, 1981, the United States has been a party to the 1961 Hague Convention Abolishing the Requirement of Legalization (Authentication) for Foreign Public Documents. This Convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the convention. Documents destined for use in participating countries and their territories should be certified by one of the officials in the jurisdiction in which the document has been executed. Said official must have been designated as competent to issue certifications by "Apostille" (usually in the office of the State Secretary of State of his/her counterpart) as provided for by the 1961 Hague Convention.

An **Apostille** is affixed to documents intended for nations adhering to the Hague Convention Abolishing the Requirement of Legalization (Authentication) for Foreign Public Documents (Article 12). A **Certificate of Authentication** is affixed to documents intended for nations not adhering to this Hague Convention. For more information on countries participating in this 1961 Hague Convention please visit www.hcch.net.

Foreign Notarization When submitting to our office a document notarized by a foreign notary, an Apostille or Certificate of Authentication must be included and will be recorded as part of the document (include it in the page count when determining the

recording fee). A completed Apostille requires no further diplomatic or consular legalization, while a Certificate of Authentication will require the seal of the nation where the foreign notary is commissioned.

PA Notarization According to the Pennsylvania Department of State, when a Pennsylvania notary public notarizes a document that will be filed in foreign state or country, the notary may be asked for proof of his or her appointment. This verification, depending upon the requirements of the particular foreign state or country, may be obtained from the U.S. Department of State or from the Secretary of the Commonwealth of PA. The individual for whom the notarization was completed should check with the foreign state or country for their specific requirements. [Note: Notaries from other U.S. states should check with the U.S. state where they are commissioned as to additional requirements, as well as checking with the document's destination

APOSTILLE (convention de La Haye du 5 octobre 1961)	
1. Country:	
	This public document
2. has been signed by _____	
3. acting in the capacity of _____	
4. bears the seal/stamp of _____	
CERTIFIED	
5. at _____	6. the _____
7. by _____	
8. No. _____	
9. Seal/Stamp	10. Signature _____

country.]

The Secretary of the Commonwealth of PA provides authentication of public officials' signatures on documents (Please note: a commissioned notary public is a public official). If the document is to be used outside the United States, the country of destination determines whether the authentication is an Apostille or Certificate of Authentication. The Apostille and other verifications are prepared by the Secretary of the Commonwealth of PA for a \$15.00 fee. For more information, visit the PA Department of State's website at www.dos.state.pa.us.

Upcoming Chester County Holidays

November 27 & 28	Thanksgiving Holidays, County Offices Closed
December 25	Christmas Day, County Offices Closed
January 1, 2009	New Year's Day, County Offices Closed
January 19, 2009	Martin Luther King Jr. Day, County Offices Closed