



# COUNTY OF CHESTER

## OFFICE OF THE RECORDER OF DEEDS

[www.chesco.org/recorder](http://www.chesco.org/recorder)

RYAN A. COSTELLO, ESQ., Recorder  
RUTH C. HUGANIR, Deputy Recorder

EDWARD C. SWEENEY, ESQ., Solicitor

## SEARCH LIBRARY FAQs

### What can I research in the Search Library?

You can research documents related to property transactions in Chester County. Some subdivision and other plans and maps are also available for review. Our office does not track foreclosures, home sales data, or lien filings.

### How do I get a copy, or certified copy, of my deed or other document?

Please see the Search Library Staff for assistance in obtaining a copy, or certified copy, of your deed or other document. The Staff can assist you with your first document. If you need to do additional research, the Staff will show you how to use the Search Library systems.

### What information do I need to begin my research?

In general, you will need to know the document's Book & Page number OR the property owner's name to begin your research. To determine the property owner's name, please visit the County Assessment office located on the Second Floor of our building (take the elevator or stairs).

### How do I begin my research?

- **Locating a document:** Documents can be located using the Infodex or iCRIS systems accessible on any of the computer stations located in the Search Library. Enter the property owner's name OR the Book & Page of the document. Images of recorded documents from 1994 to the present can be viewed and printed from iCRIS, however older documents will have recording information only—images are not yet available.
- **E-Film:** Images of recorded documents from the beginning of our recording in Book A1 through 1984 can be researched and viewed using the IQS E-Film System. E-Film is accessible on any of the computer workstations located in the Search Library.
- **Website or iCRIS:** Images of recorded documents from 1994 to the present can be researched and viewed using the search area of our website or the iCRIS system. The website [www.chesco.org/recorder](http://www.chesco.org/recorder) is accessible via the internet from your location. The iCRIS system is available on any of the computer workstations located in the Search Library.
- **Microfilm:** Images of recorded documents from 1984 through 1993 are available on microfilm. The microfilm carousels are located along the windows in the Search Library and can be viewed using the Microfiche Reader/Printers. Please ask a Library Staff Member for assistance if you are a first time user of the machines. No refunds are given for bad copies/print-outs.
- **Deed Books:** Some deed books are available in the Search Library for review. Older, more fragile deed books are kept in the County Archives.

### What is the role of the Search Library Staff?

The Staff is here to assist you with:

- Obtaining a copy of your deed or other document related to your property
- Certifying a copy of your recorded deed or other document
- Certifying Military Discharges
- Accessing the Search Library computer systems
- Operating the Microfiche and other Library machines
- Locating Deed Books and Microfiche Cartridges
- Obtaining and copying plans/maps

**PLEASE NOTE: THE SEARCH LIBRARY STAFF IS NOT PERMITTED TO CONDUCT RESEARCH FOR THE PUBLIC.**