

Basic Recording Requirements

Requirement	Reference	Description
Original Signature Required	GC 27201(b)1	Requires original signatures on all instruments, papers or notices presented for recording except as otherwise provided by law. A certified copy is also acceptable.
All-Purpose Acknowledgment	CC 1188 & CC 1189	Any California notary public or other officer taking acknowledgments in California must complete the California all-purpose notary acknowledgment.
Legibility	GC 27361.6	Documents presented for recording must be sufficiently legible to reproduce a readable photographic copy. This includes notary seals and any attachments or exhibits.
Page Size	GC 27361.5	A page is defined as one printed side of a single piece of paper measuring 8 ½" x 11".
Page Margins	GC 27361.6	All documents submitted for recording must have at least a ½" margin along each vertical side. In addition, the top 2 ½" of the first page or sheet must be reserved for recording information. The left 3 ½" of this space is used to show the name of the party requesting the recording and where to mail the document after it is recorded.
Cover Page	GC 27361.6	If the first page of the document does not have required space for the recording information, a separate page or cover sheet must be attached to the front of the document. This cover sheet must show the name of the party requesting the recording, where to mail the document after it is recorded and the title or titles of the document. Recording fees will be charged for this page.
Document Titles	GC 27324	All documents submitted for recording must indicate the title or titles of the documents contained therein. Titles should appear on the first page, directly below the space reserved for the Recorder.
Additional titles indexed	GC 27324	The Recorder is required to index all titles shown on the first page. Additional titles may also be identified and

		indexed at the discretion of the Recorder. Additional titles indexed by Humboldt County Recorder include, but are not limited to, Assignment of Rents and Assignment of Leases found in the body of the document. When a document contains more than one title to be indexed, the recording fee will increase \$12.00 for each additional title to be indexed.
Recording Reference Number Required	GC 27361.6	Any document that modifies releases or cancels the provisions of a previously recorded document must contain the recording reference number of that prior document.
Basic Recording Fees	GC 27361	All recording fees are due at the time of recording. Humboldt County Clerk-Recorder charges \$12.00 for the first page and \$3.00 for each additional page per document. For a complete list of our fees, please see our fee schedule .
Recording Fee for Non-Conforming Documents	GC 27361	If any part of a document does not measure 8 ½" x 11" or if the document has anything taped, pasted or stapled to an individual page, an additional non-conforming fee of \$3.00 will be charged for each page of the document. For a complete list of our fees, please see our fee schedule .