

# Recording Information

## \*\*\* ATTENTION DOCUMENT SUBMITTERS \*\*\*

You may call our office to make an appointment, or [schedule an appointment online](#), to record your documents.

If you have documents that need to be recorded, you may consider eRecording as an option. Here are vendors we currently receive documents from:



### CSC eRecording

- **CSC** provides a web-based eRecording solution that enables submitters to electronically record real estate documents.
- Phone: (866) 652-0111
- Email: [erecording \[at\] cscglobal.com](mailto:erecording@cscglobal.com)
- Website: [erecording.com](http://erecording.com)

### Simplifile eRecording

- **Simplifile** makes it easy to e-record all of your deeds, mortgages, and other documents online.
- Phone: (800) 460-5657
- Email: [support \[at\] simplifile.com](mailto:support@simplifile.com)
- Website: [simplifile.com](http://simplifile.com)

---

**Recording hours are 8:30 a.m. to 4:30 p.m. Mondays through Fridays, except holidays.** Documents received after 4:30 p.m. will be recorded the next business day. Our mailing address and physical location are: Clatsop County Clerk, 820 Exchange St., Suite 220, Astoria, OR 97103. When mailing a request, please include the document number and the year of recordation. Please see [recording fee](#) schedule for recording and mailing costs. Please make checks payable to: Clatsop County Clerk. We cannot process your request without the correct payment.

### **This office cannot:**

- Give legal advice.
- Provide blank forms.
- Help fill out forms. If you need help you should contact an attorney or title company.
- Suggest what type of forms to use.

- Accept illegible, smeared documents that may not provide a readable scanned image.
- Record documents other than those specified by Oregon Statutes.
- Provide birth, death and court records (including divorce decrees).

## **Housing Authority Tax (HAT) Fee**

**HB 4007 - Effective June 2, 2018** Fee to increased an additional \$40

This applied to all instruments **EXCEPT** for:

- Military Discharges (DD214)
- Federal documents
- County internal document not usually charged a recording fee,
- Documents required under ORS 517.210 to maintain mining claims
- Warrants issued by Employment Department pursuant to ORS 657.396, 657.642 and 657.646
- A certified copy of a judgment
- A lien record abstract as described in ORS 18.170
- A satisfaction of a judgment, including a judgment noticed by recordation of a lien record abstract
- Department of Revenue documents and tax collectors.

## [How To Record A Document](#)

You **ARE REQUIRED** to provide a legible copy before your document is recorded. Any text of an instrument submitted for recording **not sufficiently legible** to reproduce a readable photographic record after the recording process **will be returned without being...**

[Read More](#)