



Requirements for Recording a Deed in the Official Records – Volusia County

An original document must be submitted for recording in the Official Records. To ensure your documents are recorded timely, it's essential to prepare them properly before submission to the Clerk's Office. Warranty Deed and Quit Claim Deed forms can be found online or at an office supply store.

A Quit Claim Deed form is available for your convenience at www.clerk.org.

FEES FOR RECORDING

- Recording: Indexing, filing any instrument not more than 8 1/2 x 14 \$10.00
- Each additional page \$8.50
- Indexing recorded instruments containing more than four names, per additional name \$1.00

ADDITIONAL FEES

Deeds: State Documentary Tax Stamp: Rate of \$.70 per \$100 of consideration or fraction thereof of Deed or other instrument conveying an interest in real estate. The State tax on deeds applies to the full consideration, and the value of any mortgage may not be deducted in computing the consideration.

The minimum tax is required on all conveyances where a nominal consideration such as "ten dollars and other valuable considerations, etc." is cited in the document even though such a statement may be impeached by competent evidence. i.e., Rate, consideration 12B-4.012.

DEED RECORDING REQUIREMENTS

- Checks must be made payable to: Clerk of the Circuit Court.
- Every document must have a 3-inch by 3-inch blank square at the top right corner for office use.
- Include the legal description in all conveyances of land.
- Include the parcel Identification number assigned to the real property.
- The name of each person who executed such instrument must be legibly printed, typewritten, or stamped upon such instrument immediately beneath the signature of such person and the post office address of each such person must be legibly printed, typewritten, or stamped upon such instrument.
- Any instrument, other than a mortgage, conveying or purporting to convey any interest in real property, the name and post office address of each grantee in such instrument must be legibly printed, typewritten, or stamped upon such instrument.
- The name and post office address of the natural person who prepared the instrument, or under whose supervision it was prepared, must be legibly printed, typewritten, or stamped upon such instrument.
- The instrument must be signed by the party in the presence of two subscribing witnesses.
- The name of each witness to the instrument must be legibly printed, typewritten or stamped upon such instrument immediately beneath the signature of such witness and the post office address for each person.
- All requests for documents to be recorded in the Official Records that require a notary must meet the Notary Public-State of Florida requirements if a Florida notary has executed the Notary Act. Please review this statute in full; samples of the jurat or certificate of acknowledgment are referenced in this statute and must contain all elements.



There may be other statutory requirements to ensure a specific conveyance is legally valid. If you have any questions about completing forms or transferring property, you should seek legal advice from an attorney or legal advisor.

The Recording Department is located at:

Volusia County Courthouse
Room A121
101 N. Alabama Avenue
DeLand, FL 32724

- Documents will be recorded and returned to you while you wait or utilize this address to mail overnight packages.

Daytona Drop off Location:

Daytona Beach Courthouse Annex
125 East Orange Avenue
Daytona Beach, FL 32114

- **Drop Box located at the entrance Outside building.** Documents will be picked up each business day at 7:00 am, we do not guarantee same day Recording.
- Please be sure you include cover sheet, the original documents, and payment.

e-Recording

eRecording is easier, faster and less expensive. All you need is a computer, scanner and internet connection. If you would like to begin sending your documents to the Clerk's office electronically, select a vendor from the e-Recording Vendors list below.

Simplifile – www.simplifile.com or Phone 800-460-5657.

Corporate Service Company (CSC) - www.erecording.com or Phone 866-652-0111.

eRecording Partners Network (ePN) – www.GOePN.com or Phone 888-325-3365.

Mail-in Recording

For your convenience, you may mail your official documents and a self-addressed stamped envelope to the Clerk's Office for recording. After we record your documents, they will be returned to you.

- Please be sure you send the original documents - copies **cannot** be accepted.
- The Clerk can accept a check, money order, business check, or cashier's check made payable to the "Clerk of the Circuit Court."

Standard Mailing Address:

Volusia County Clerk of the Circuit Court
Attention: Recording Department
P.O. Box 6043
DeLand, FL 32721

For any questions, please contact the Recording Department at 386-736-5912.