

RECORDING DROP BOX INFORMATION



THIS DROP BOX IS NOT FOR COURT CASE RELATED DOCUMENTS.

Court documents and traffic citations (usually containing a case number) will continue to be accepted at this facility in their respective departments.

All Official Records documents to be recorded with the Volusia County Clerk's office will be picked up on business days at 7:00am and delivered to the DeLand Recording Department for processing.

If you need same day Recording DO NOT utilize the drop box.

For same day recording please visit in person: Volusia County Courthouse, 101 N Alabama Ave, Recording Department Room A121, DeLand FL 32724 OR use the electronic recording options described on www.clerk.org.

Preparation of Packages:

Place all Documents and payment inside sealed envelope:

- 1. Recording Cover Sheet including contact information (CL-0866-2604) is recommended to speed processing. This form can be found on our website under forms. https://www.clerk.org/forms.aspx#official_records.**
- 2. Original documents in the order of preferred Recording**
- 3. Payments**
- 4. Self-addressed Stamped Envelope for return of your original documents.**

Certified copies can be returned with the originals or emailed to you, or any other entity of your choosing, i.e. municipality for NoCs.

Before submitting a package for Recording, please check each document for completeness:

- Date of execution
- Document must be an original and must be legible
- Payment must be for the exact amount due, incorrect payment will delay your processing. **Payments can be in the form of check or money order. When utilizing the drop box, no cash payments should be enclosed.**

Checks to be made payable to Clerk of Circuit Court for the exact amount.

- All documents which convey real property need to include:
 - Name and post-office address of the individual person who prepared the document
 - Name and address of all grantors and grantees
 - Full legal property description
 - Name, signature and post-office address of two witnesses
 - A completed notarial jurat

If you have any questions or concerns before you submit your package or with the status of your package, please contact the Recording Department directly at 386-736-5912 during business hours 8:00am – 4:00pm.