



Pacific County Auditor's Fee List

Recorded Document Requirements

Effective January 1, 1997 all documents submitted for recording in Washington State must conform to standards set by RCW 36.18 and 65.04. A cover sheet is required for documents in which the first page does not contain the necessary index fields or the three-inch top margin. All pages must conform to formatting requirements for margins, page size, font size, color legibility, seals and attachments. A cover sheet will not relieve you of the responsibility of meeting the formatting requirements for all subsequent pages.

Documents that do not meet the requirements will be returned for formatting before they will be recorded.

The following standards are required:

- The first page of the document or the cover sheet must include the following information: Title(s), Reference Number, Grantor, Grantee, Legal Description (Abbreviated legals can be: plat name, block and lot OR section, township and range and quarter/quarter). Assessor's parcel number (Available by calling the Assessor's Office at 360-875-9301). Effective January 1, 2004 the parcel number must be the Assessor's new 11 digit parcel number.
- All "fields" must be filled in if a cover sheet is used. "See Attached" is not acceptable.
- All fields and information must be legible and capable of being imaged.
- Return address must appear on the first page, top left corner. (It can be within three-inch top margin.)
- First page shall include a three-inch top margin and one-inch bottom and side margins. **NOTHING IS TO APPEAR WITHIN THE 1" MARGIN. The ONLY exception is a notary stamp or seal.**
- Subsequent page margins must be one-inch on top, bottom and sides.
- No attachments shall appear on pages (such as stapled, taped or glued notary blocks). The exception will be firmly attached bar code or address labels.
- Page size cannot be smaller than 8 1/2" x 11" (letter), and cannot exceed 8 1/2" x 14" (legal).
- Font size must be at least 8 point.
- Seals must be legible and capable of being imaged (pressure seals must be smudged).
- Documents which were signed prior to January 1, 1997 may be recorded without reformatting, but a cover sheet will be required.
- Documents that must be recorded immediately and which do not meet margin and font size requirements (non-standard) may be recorded for an additional fee of fifty dollars. Documents which do not meet legibility requirements will NOT be recorded as a non-standard recording.
- [WA State DNR Information for Recording Surveys](#)

If you have questions or would like feedback on a reformatted document, please contact Erin VanBronckhorst: North County (360)875-9318, South County (360)642-9318, Fax (360)875-9333.