



Document Bulletin for Decatur, KS

Decatur, KS is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- 3” top margin required on first page. All other margins to be minimum 1” on all pages
- Minimum 10 point font required
- Only Letter-sized documents accepted
- 300 DPI accepted for documents.
- Recording hours are M-F, 8:00 AM to 4:00 PM (Cut-off time, documents can be submitted any time)

Document Type	Required Indexing and Attachment
Affidavit Agreement Any type of Mortgage Assignment of Mortgage Assignment of Rent Deed (ALL) Easement Mortgage Modification that is NOT modifying money Oil & Gas Lease Release Resolution Sales Validation Questionnaire Satisfaction or Release of Mortgage, not Partial releases Subordination Agreement	<ul style="list-style-type: none">• Consideration Amount on Deeds• *Transfer Tax Affidavit Attachment