



Document Bulletin for Gates County, NC

Gates County, NC 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 dropdown list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- 3 inch top margin, 1/2 inch side and bottom margin
- Letter and Legal sized documents accepted.
- 300 DPI on all Images.
- eRecording Hours: M-F, 9 AM to 5:00 PM
- Conveyance/Deed type documents are not available for eRecording at this time.
- The County requires a signed submitter agreement for electronic recording. Also, the counties land record provider charges an additional \$ 2.00 service fee that will be billed to the submitter in their CSC periodic billing invoice. Please visit the CSC site to complete the Submitter MOU and Acknowledge the \$ 2.00 service fee:

<http://erecording.com/Submitter/quickstart.aspx>

- North Carolina statute requires that documents submitted included the following statement that will appear on the public record. It should appear on the first page of the document to be recorded:

Submitted electronically by _____(Submitter's Name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with _____(County Name) County Register of Deeds.

Document Type	Required Indexing and Attachment
Satisfaction/Reconveyance	Requesting Party/Address Grantor/Grantee