



Document Bulletin for Vance County, NC

Vance 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.
- County will accept documents Monday-Friday 8:30 AM-5:00 PM EST
- 300 DPI on all Images.
- NOTE: The County requires a signed submitter agreement for electronic recording. Please follow the instructions on the CSC Quickstart Web Page:
<http://erecording.com/Quickstart/COUNTY%20MOU%20INSTRUCTIONS.pdf>
- 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
Abstract	Grantor/Grantee
Acceptance	Requesting Party/Address
Acknowledgement	
Addendum	**Additional Requirements
Affidavit	Excise Tax Amount
Agreement	
Amendment	
Appointment	
Article of Organization	
Assignment	
Assumed Names	
Assumed Names Amendment	
Assumed Names WithDrawal	
**Cemetery Deed	
Certificate	
**Commissioners Deed	
Consent	
Contract	
Conveyance	
Corporation	
**Corrected Deed	

Corrected Instrument Covenant Declaration Dedication **Deed **Deed of release **Deed of Separation **Deed of Subordination Deed of Trust Easement Foreclosure Instrument Judgment Lease Letter Lien Lis Pendens Memorandum Memorandum of Action Memorandum of Lease Memorandum of Separation Merger Modification Modification Agreement Mortgage Notice Notice of Foreclosure Oath Option Order Ordinance Partial Release Power of Attorney Quitclaim Deed Release Release Deed Release of Restrictions Renunciation Request Resignation Resignation of Trustee Resolution Restrictive Covenants Revocation Revocation of PA Right of Way Road Maintenance Agreement Satisfaction Separation Agreement **Sheriff Deed Subordination Subordination Agreement Substitution Of Collateral Substitution Trustee Supplemental Deed of Trust Supplemental Indenture Termination **Timber Deed **Trustees Deed	
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Uniform Commercial Code Waiver Withdrawal of Assumed Name	
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