



CSC Submitter Document Bulletin Update

King William, VA is now electronically recording (eRecording) documents through CSC.

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

If this county has not been added to your drop-down list and you'd like to eRecord in this county, please contact your CSC representative.

General requirements for all documents:

- Documents must have a blank 1 inch margin at top, left and bottom of page and a blank ½ inch margin on the right side of the page
- Letter sized documents accepted Letter and Legal sized documents accepted
- 300 DPI accepted for documents.
- Recording hours: 8:30 AM to 4:30 PM

Document type

- Affidavit
- Agreement+
- Agreement of Equipment Lease+
- Agreement of Lease+
- Amendment
- Assignment
- Assignment Of Deed Of Trust
- Assignment Of Lease Agreement
- Certificate Of Partial Release
- Certificate Of Partial Satisfaction
- Certificate Of Release
- Certificate Of Satisfaction
- Certificate Of Transfer
- Condominium Instrument
- Contract+
- Declaration Statement
- Deed++
- Deed In Lieu Of Foreclosure++
- Deed Of Easement+
- Deed Of Trust++
- Deed Of Trust Construction Loan+
- Deed Of Trust Credit Line+
- Deed Of Trust Modified++
- Deed Of Trust Refinance+
- Deed Of Trust Revolving Equity

Required indexing and attachment

- Grantor/Grantee
- Requesting Party/Address
- Tax Map/PIN
- +Consideration Amount, Grantee Address
- ++Assessed Value, Consideration Amount, Grantee Address



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- Line++
- Deed Of Trustee On Foreclosure++
- Easement+
- Gift Deed++
- Homestead
- Lis Pendens
- Mechanics Lien
- Mineral Deed+
- Notice Of Lien
- Partial Reconveyance
- Plats
- Power Of Attorney
- Quit Claim Deed++
- Reconveyance
- Release
- Release Of Lis Pendens
- Release Of Mechanics Lien
- Revocation Of Power Of Attorney
- Rider
- Satisfaction
- Subordination Agreement
- Substitution Of Trustee
- Tax Deed++
- Timber Deed+
- Trust Deed++