

## How do I record a document?

You have three options for recording your documents in the Official Records;

1. You can bring your original documents in person, along with the appropriate fees, to the main office located at the Courthouse East Building.

Recording Department  
22 N.W. 1st Street, First floor  
Miami, Florida 33128

2. You can mail your original documents along with the appropriate fees. Please mail documents for recording to the address listed below:

Miami-Dade County Recorder  
P.O. Box 011711  
Flagler Station  
Miami, Florida 33101

3. You can eRecord your document through one of our approved vendors. With this option, you retain your original document and the recorded image is available the next day. Additional information on this option, including links to the vendors, is available on the web at [www.miamidadeclerk.com/eRecordings.asp](http://www.miamidadeclerk.com/eRecordings.asp).

## Records Library

### Courthouse East Building, 2nd floor

Copies of all recorded documents, along with the indexes, are maintained in the Records Library.

Recorded documents consist of: deeds, mortgages, satisfactions, releases and assignments of mortgages, claims of liens, UCC's (financial statements), affidavits, judgments, as well as civil court orders.

The cost for obtaining a copy of a document is \$1.00 per page and \$2.00 to certify. This can be done by mail, walk-in or via the web.

Certified Copies can be ordered via the web. This option is available after the image is displayed.

The website address is:

[www.miamidade.gov/public-records](http://www.miamidade.gov/public-records)

## Records Searches

All recorded documents can be researched in the records library by the party's name, last name first (ex: Public, John Q), Clerk's File Number (CFN), legal description (subdivision name, lot, block, plat book and page) and Official Records Book and Page. The Records staff can perform the search of the records, or the public can be assisted with the search. The fee for searches is \$2.00 per name per year.

You can also perform a search via the internet for most recorded documents. Earlier documents are in the process of being made available on the web. A Premier service is available for a fee and enables more complex searches.

The web address is:

[www.miamidade.gov/public-records](http://www.miamidade.gov/public-records)

### Search Request by Mail

If you would like to request a search by mail, you need to include the full name you would like searched and the legal description or address, if you are looking for a deed or mortgage. If you would like a search for a satisfaction of mortgage or lien, please send the party's name and the original book and page of the mortgage or lien.

**We do not perform any searches over the telephone.**

### Important Notice:

The various credit bureaus search for liens and judgments recorded in our offices and link these documents to your credit history. If you have been advised by an agency that you have an item recorded against your name and you do not know what this item is, you may obtain the book and page from them to request a copy of the item from the Records Library by mail or the web.

Americans With Disabilities Act of 1990: TDD/TTY users may contact the telephone number(s) listed via the Florida Relay Service at 1-800-955-8771, or by dialing 711. This document is available in alternate formats upon request.

CLK/CT 985 Rev. 10/10

# Miami-Dade County Clerk's Office



## COUNTY RECORDER

Business Hours: 9:00 a.m. - 4:00 p.m.  
(305) 275-1155, press 6

22 N.W. 1st Street  
Miami, Florida 33128

Harvey Ruvin, Clerk

# Office Of The County Recorder

The responsibilities of the Clerk are established by the State Constitution, the Florida State Statutes, County Ordinances and Regulations and Judicial Orders. In this capacity he serves as:

- Ex-Officio Clerk of the Board of County Commissioners
- County Recorder
- County Auditor
- Custodian of all County Funds
- Custodian of all records filed with the Court

In his role as County Recorder, the Clerk shall record specific kinds of instruments presented for recording, upon payment of the service charges prescribed by law. These documents are presented for recording by the public as well as the court system and include, but are not limited to: deeds, mortgages, liens, affidavits, subdivision plats, judgments, declarations of domicile, satisfactions and releases, powers of attorney and financing statements. Fees, Mortgage Taxes and Real Estate Transfer Taxes are computed and collected prior to recordation.

The Clerk of the Circuit Court is the official recorder of all instruments recorded in the county pursuant to Chapter 28 of the Florida Statutes. The Clerk is required to record all instruments in one general series of books called the "Official Records."

The Recording Division of the Clerk's office is responsible for the recording, protecting, preserving, and disseminating of Miami-Dade County's official records. This is designed to create a permanent record of these important documents.

## Requirements for Recording:

There are several requirements that a document must have before being accepted for recording. All documents must be original or court certified. They must be signed and notarized.

## Frequently Recorded Documents and their requirements

### 1. Deed:

- Original document
- Miami -Dade County Property Only
- Address of both parties (Grantor & Grantee)
- Must be signed by seller
- Two witnesses to the signature
- Notarized and properly acknowledged
- Must have a prepared by statement:  
Prepared by: Individual name & address
- Documentary Stamps at the rate of .60 cents for each \$100 of consideration or fractional part thereof (\$6.00 per \$1,000).
- Surtax is required on transfers of interest in any real property other than a single-family residence, at the rate of .45 cents for each \$100 of consideration or fractional part thereof (or \$4.50 per \$1,000).

### 2. Mortgage

- An original document.
- Signed and notarized.
- A copy of promissory note must be attached or the amount of the note should be written on the face of the Mortgage.
- Signature of the borrower.
- Addresses of both lender and borrower.
- Prepared by: Individual name and address.
- Florida documentary stamps and intangible tax.
- Documentary stamps at the rate of .35 cents on each \$100 or fraction thereof on the amount of the note (or \$3.50 per \$1,000).
- Intangible tax is required on real estate mortgages at the rate of 2 mills (or \$2 per \$1000) on the amount of the note.

### 3. Satisfaction of Mortgage or Release

- Book and page of the original mortgage that is being satisfied or released.
- Signature by the holder of the mortgage.
- Notarized and properly acknowledged.
- Prepared by: Individual name and address.

### 4. Assignment of Mortgage

- The book and page of the mortgage that is being assigned.
- Signature of the assignor.
- Notarized
- Prepared by: Individual name and address

### 5. Claim of Lien

- Original document
- Signed by the Lienor and notarized .
- Legal description or property address
- Prepared by: Individual name and address

### 6. Declaration of Domicile

- Original document
- Signed and notarized
- Recording fee of \$10.00
- Copies are \$1.00 per page plus \$2.00 for the certification.

### 7. Notice of Commencement

- Original document
- Signed by owner and notarized
- Prepared by: Individual name and address

## Fees:

The acceptable methods of payment are: cash, cashier's check, money order, certified check or credit card (in person only) Master Card or Visa.

### Checks should be made payable to; Clerk of the Circuit Court.

The Recording fee for any document is \$10.00 for the first page and \$8.50 for each additional page. Copies are \$1.00 per page plus \$2.00 for the certification.

When presenting or mailing documents for recording, please submit/enclose self-addressed stamped envelope for the return of the original recorded document.

### Our mailing address is :

Office of County Recorder  
Recording Department  
P.O. Box 01-1711, Flagler Station  
Miami, Florida 33101