



**POLLY GLASCOCK
WARREN
COUNTY
RECORDER**

HISTORY

The office of the county recorder was created by the first Legislative Assembly of the Territory of Iowa in 1839. The basic duty of the county recorder is to maintain official records of documents affecting title to real estate in order to preserve property rights and protect innocent third parties in real estate transactions. Although this basic duty remains relatively unchanged, many additional functions have been added to the office. The recorder now records or retains on file a wide variety of important documents, and issues several types of permits and licenses. Some of these duties are defined in statutes, and others are established by state agencies through administrative actions. Finally, the county recorder, as an elected county official, shares the duties and responsibilities common to all such public

January, 2007 the Iowa County Recorders/Registrars Association launched the Iowa Land Records website and began filing documents electronically.



The office of the Recorder is an elected position with a term of four years.

**Iowa County Recorders
are proud of their tradition
and looking forward to
the future.**

COUNTY RECORDER/REGISTRAR



WHAT DO WE DO?

Primary Duties:

- Record & maintain documents affecting title to real estate
- Record vital records (Birth, Death & Marriage) and issue certified copies
- Issue Marriage Licenses
- Register & title boats, snowmobiles and ATV's/ORV's

Optional Duties:

- Process Passport Applications
- Issue various types of Hunting & Fishing licenses



Recorder/Registrars process valuable information concerning:

LAND and RECORD MANAGEMENT Your Recorder/Registrar is responsible for recording:

- 28E Agreements
- Affidavits
- Bills of Sale
- Changes of Title
- Condemnations
- Contracts
- Corner Section Certificates
- Deeds
- Easements
- Federal & State Tax Liens
- Fence Agreements
- Leases
- Military Discharge Records
- Mortgages
- Plats of Survey
- Powers of Attorney
- Resolutions
- Restrictive Covenants
- Right of Way Agreements
- Trade Names
- UCC's—Uniform Commercial Code
-plus numerous other documents

Indexes of recorded document are available for viewing on-line at "iowalandrecords.org"

All documents except state and federal tax liens are available for viewing.

VITAL RECORDS (Iowa Department of Public Health)

- Issues Marriage Licenses
- Registers Birth, Death & Marriage Certificates
- Issues Certified Copies of Birth, Death & Marriage Records



LICENSES - REGISTRATIONS - APPLICATIONS - TITLES (Department of Natural Resources)

- Boat Registrations/Titles/Liens
- Snowmobile Registrations/Titles/Liens
- ATV/ORV Registrations/Titles/Liens
- Hunting & Fishing Licenses
- Fur Harvester Licenses
- Habitat, Duck & Trout Stamps
- Deer and Wild Turkey Licenses
- Landowner/Tenant Gun & Archery Deer & Turkey Permits



PASSPORT APPLICATIONS (US Department of State)



- As Passport Acceptance Agents, Recorders/Registrars assist in completing and mailing applications for passport books and passport cards.

OTHER RESPONSIBILITIES:

- Accept and record documents submitted electronically
- Collect real estate transfer tax on conveyances of property, a portion of which is retained in the county's general fund
- Collect and report Auditor's fee on a transfer of property
- Perform federal and state tax lien searches and assist public in research of real estate records
- Certify all Recorder's records
- Make records available for genealogy research
- Prepare and submit detailed reports monthly, quarterly and annually to the county; and monthly reports to the following state agencies:
 - Iowa Dept of Public Health
 - Iowa Dept of Natural Resources
 - Iowa Dept of Revenue