



Recorder of Deeds

JULY 9, 2024



Real Estate

- ▶ RSMo Section 59
- ▶ 95 listed document types (370 Misc 2023)
- ▶ Deed Standardization Jan 2002
- ▶ Permanent (1833-Present)

Image Resource: <https://www.property118.com/asts-whats-best-a-contract-or-a-deed/>

Recorder Main

- ▶ Record documents
 - ▶ Mail/ Walk in/ Electronic
 - ▶ Assist walk in customers
 - ▶ Phone
 - ▶ Marriage
 - ▶ Military



**GREENE COUNTY RECORDER OF DEEDS
REJECTION FORM (8/28/22)**

Date: _____ To: _____

Enclosed: Document _____ Check \$ _____

Deputy Name: _____

•GENERAL DOCUMENT REQUIREMENTS

- Need correct fee of \$ _____
Recording fees are \$24 for the first page (effective 9/01/03) and \$3.00 for each page thereafter.
(RSMo 59.320; 59.321; 59.310, 59.319; 59.800; 50.1190)
- Name(s) not typed or printed under any signature(s) pertains to notaries as well (RSMo 59.310)
- Print must be at least 8 point type and legible to be reproduced from record. (RSMo 59.310)
- Lacks address of Grantee (RSMo 59.330)
- Lacks address of Mortgagee or Assignee (RSMo 443.035.3)
- Lacks legal description (RSMo 59.330)
- Needs corporate seal (RSMo 442.210.2); if no seal, so state on document
- Blanket assignment and releases are not accepted.
- Seals should not cover any text or signatures

•NOTARY REQUIREMENTS

- Lacks notary signature (RSMo 486.725 RSMo 486.1170)
- Lacks notary seal (RSMo 486.725 RSMo 486.1170)

•DOCUMENT FORMATTING REQUIREMENTS - Effective January 1,2002 (RSMo 59.310)

SIZE AND INK

- Document not submitted on 8 1/2' x 11" paper
- Document not submitted on white, light-colored 20# paper without watermarks
- Document not printed on only one side
- Document may not be presented as a continuous form or permanently bound
- Signatures must be in black or dark ink

ATTACHMENTS

- Attachments may not be stapled or taped to page(s) of the document other than as required by law

MARGINS

- Document does not contain a top 3" vertical space on the first page for recorders certification
- Unauthorized printing or information within 3" recorders certification space
- Remaining margins on first and subsequent pages are less than 3/4"

FIRST PAGE DESIGNATIONS BELOW THE 3" MARGIN

One or more of the following are omitted from the first page of the document or lack a page reference within the document where the information is set out

- Title of Document
- Date of Document
- Grantor's name(s) for indexing purposes, must designate
- Grantor's marital status (effective 8/28/22)
- Grantee's name(s) for indexing purposes, must designate
- Statutory address(es)
- Legal Description
- Reference book and page(s)
- Non-Standard:** Documents that meet the statutory requirements, but **do not meet the formatting standards above require an additional \$25 per document penalty over and above the recording fee**

• RELEASE DEEDS

- Must present original identified note to release deeds of trust recorded prior to January 1, 1986 (*RSMo.443.060*)
If original note lost, must attach affidavits of lost note by maker and beneficiary

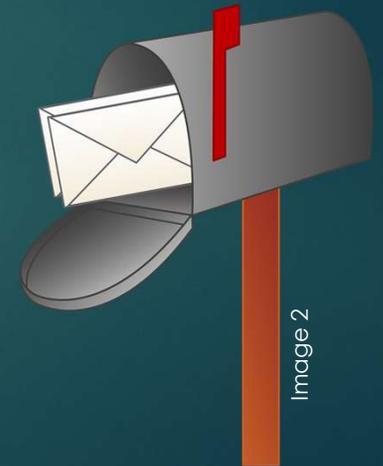
• OTHER

- Wrong County**
- Re-recording requirements: Document must be re-signed and re-notarized unless it is being re-recorded to correct recording order**

Recorder of Deeds, 940 N Boonville, Springfield MO 65802
417-868-4068 – Website: greenecountymo.gov

Document Processing

- ▶ Real Estate
 - ▶ Indexing
 - ▶ Cross Checking
 - ▶ Scanning
 - ▶ Film/ Web Download
 - ▶ Mail



Document Processing Cont.

▶ Tax Liens

▶ Record

▶ Index

▶ Cross Index

▶ Scanning

▶ Film/Web Download

▶ Check film/ mail documents



MICROFILM

- ▶ Only approved long term archival method
- ▶ Archive Writer
- ▶ On site film processing and duplication



MARRIAGE LICENSE

- ▶ RSMo 451
- ▶ Application
- ▶ Issuance
- ▶ Recording
- ▶ Scanning
- ▶ Certified Copies
- ▶ Permanent (1833-Present)



**APPLICATION/REPORT
OF MARRIAGE**

124 -

LICENSE NUMBER

VS 700
Rev. 8-01
MO 580-0717
(8-01)

GROOM

TYPE/PRINT
IN
PERMANENT
BLACK INK.
FOR
INSTRUCTIONS
SEE HANDBOOK.

1. GROOM'S NAME (First, Middle, Last)			1a. SOCIAL SECURITY NO.	
2. AGE LAST BIRTHDAY	3. DATE OF BIRTH (Month, Day, Year)		4. BIRTHPLACE (State or Foreign Country)	
5a. RESIDENCE - CITY, TOWN, OR LOCATION		5b. STATE	5c. ZIP CODE	5d. COUNTY
6. NUMBER OF THIS MARRIAGE - First, Second, etc. (Specify below)	7. IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED		8. RACE - American Indian, Black, White, etc. (Specify below)	
	By: _____ Date: (Month, Year) _____		1 <input type="checkbox"/> White 2 <input type="checkbox"/> Black 3 <input type="checkbox"/> American Indian 4 <input type="checkbox"/> Other	
	7a.	7b.		
2 <input type="checkbox"/> Death 3 <input type="checkbox"/> Divorce, dissolution, or annulment				
			9. EDUCATION (Specify only highest grade completed)	
			Elementary/Secondary (0-12)	College (1-4 or 5+)

BRIDE

10. BRIDE'S NAME (First, Middle, Last)			11. MAIDEN SURNAME (If different)		11a. SOCIAL SECURITY NO.
12. AGE LAST BIRTHDAY	13. DATE OF BIRTH (Month, Day, Year)		14. BIRTHPLACE (State or Foreign Country)		
15a. RESIDENCE - CITY, TOWN, OR LOCATION		15b. STATE	15c. ZIP CODE	15d. COUNTY	
16. NUMBER OF THIS MARRIAGE - First, Second, etc. (Specify below)	17. IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED		18. RACE - American Indian, Black, White, etc. (Specify below)		19. EDUCATION (Specify only highest grade completed)
	By: _____ Date: (Month, Year) _____		1 <input type="checkbox"/> White 2 <input type="checkbox"/> Black 3 <input type="checkbox"/> American Indian 4 <input type="checkbox"/> Other		Elementary/Secondary (0-12) College (1-4 or 5+)
	17a.	17b.			
2 <input type="checkbox"/> Death 3 <input type="checkbox"/> Divorce, dissolution, or annulment					

WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE

WE HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT TO THE BEST OF OUR KNOWLEDGE AND BELIEF AND THAT WE ARE FREE TO MARRY UNDER THE LAWS OF THIS STATE.

SIGNATURES

20. GROOM'S SIGNATURE

21. BRIDE'S SIGNATURE

AFFIX SEAL

22. SUBSCRIBED TO AND SWORN TO BEFORE ME ON (Month, Day, Year) (Time)

23. COUNTY OF RECORDING

24. DATE AND TIME LICENSE ISSUED (Month, Day, Year) (Time)

LOCAL OFFICIAL

25. NAME OF RECORDER OF DEEDS

26. SIGNATURE AND TITLE OF OFFICIAL

CEREMONY

27. DATE CEREMONY PERFORMED (Month, Day, Year)

28a. WHERE MARRIED - CITY, TOWN, OR LOCATION

28b. WHERE MARRIED - COUNTY

29. NAME OF PARENT OR LEGAL GUARDIAN OF GROOM: (If Minor)

30. RELATIONSHIP TO APPLICANT

31a. ADDRESS OF PARENT OR LEGAL GUARDIAN OF GROOM:

31b. STATE

31c. ZIP CODE

I, THE ABOVE-NAMED PARENT OR LEGAL GUARDIAN, DO HEREBY SWEAR THE INFORMATION TO BE CORRECT AND HEREBY GIVE MY CONSENT TO SAID MARRIAGE.

32. SIGNATURE OF PARENT OR LEGAL GUARDIAN

PARENTAL CONSENT

33. NAME OF PARENT OR LEGAL GUARDIAN OF BRIDE: (If Minor)

34. RELATIONSHIP TO APPLICANT

35a. ADDRESS OF PARENT OR LEGAL GUARDIAN OF BRIDE:

35b. STATE

35c. ZIP CODE

I, THE ABOVE-NAMED PARENT OR LEGAL GUARDIAN, DO HEREBY SWEAR THE INFORMATION TO BE CORRECT AND HEREBY GIVE MY CONSENT TO SAID MARRIAGE.

36. SIGNATURE OF PARENT OR LEGAL GUARDIAN

AFFIX SEAL

37. PARENTAL CONSENT SUBSCRIBED TO AND SWORN TO BEFORE ME ON: (Month, Day, Year)

38. SIGNATURE AND TITLE OF OFFICIAL

MILITARY DISCHARGE

- ▶ RSMo. 41 and 59
- ▶ Closed to public (unless older than 75 years)
- ▶ Notarized request form
- ▶ Free copies

