

JD Peacock II, Clerk of the Circuit Court
1st Judicial Circuit
Okaloosa County, Florida

ERECORDING BUSINESS RULES

ATTACHMENT B

DOCUMENT SPECIFICATIONS

Eligible Document Types

Most document types recorded in a paper-based world are acceptable for eRecording. Please refer to the table in ATTACHMENT C for a list of document types currently accepted for eRecording by our office.

County Specific Document Type Coding

It is our office's intention to not reject documents based on "incorrect or non-County specific" document types. Our office will correct the document type as part of the eRecording process.

Indexing Fields for each Document Code

Submitters are asked to provide grantor and grantee indexing information for all party names, including name and spelling variations. Our office will not reject for incomplete or inaccurate indexing information unless the appropriate indexing fees are not included. Documents containing more than 4 party names must include \$1.00 per name additional for names 5 and above. Okaloosa County's Indexing Guidelines is provided on our website. Please visit [Okaloosa County, FL Indexing Guidelines](#) for more information.

Document Imaging Quality Control Standards

The HTML document must display in W3C (World Wide Web Consortium) Standards.

Notary Requirements per Document

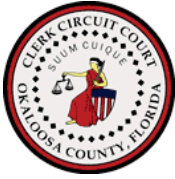
It is the responsibility of the eRecording submitter to confirm that notary signatures and seals are present on all documents that require them. Notarial seals are not required although the data contained on a notarial stamp is required. All electronic notary signatures must adhere to F.S. 117.021 for electronic notaries.

Eligible Document Batches

Document batches will be submitted by a standard naming convention as specified by our office. The maximum size of electronic document batches will be determined by the County Recorder.

DOCUMENT TYPES ACCEPTED FOR eRecording:

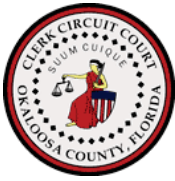
Affidavit	AFF
Affidavit of Error (F.S. 177.141 – Subdivision Plat related errors only)	AOE
Agreement	A



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Agreement for Additional Advances (F.S. 28.222(3a), 199.133, 199.143, 201.08, 697)	AAA
Amended Claim of Lien (F.S. 28.222(3a))	ACL
Amended Declaration of Condominium	ADC
Amended Restrictions	AMR
Assignment	ASN
Assignment of Lease	ALE
Assignment of Lien (F.S. 713.19)	AL
Assignment of Mortgage	AM
Assignment of Security	AS
Assumption Agreement	AA
By Laws	BL
Certificate	CER
Corrective Assignment of Mortgage	CAM
Corrective Deed (Quit, Warranty, or Special)	CD
Corrective Mortgage	CM
Corrective Satisfaction of Mortgage	CSM
Death Certificate (<u>Unaltered Certified Copy</u> . FL Short Form only – NO CAUSE OF DEATH)	DC
Declaration of Condominium	DOC
Deed	D
Disclaimer	DIS
Easement (Ingress/Egress, Utility, Maintenance, etc.)	EAS
Final Judgment Certified Copy	FJ
General Release	GR
Articles of Incorporation (Certified Copy from Secretary of State)	CI
Joinder	JN
Lease	LEA
Lien (F.S. 713)	LI
Limited Partnership	LTP
Mortgage	M
Mortgage Extension Agreement	MEX
Mortgage Modification Agreement	MMA
Non-Taxable Certificate	NTC
Notice	N
Notice of Commencement (F.S. 713.13)	NC
Notice of Commencement Release or Termination (F.S. 713.132)	NCR
Oil Gas & Mineral Rights	OGM
Option	OPT
Partial Assignment of Lease	PAL
Partial Release of Judgment	PRJ
Partial Release of Lien	PRL
Partial Release of Mortgage	PRM
Partnership	P
Personal Representatives Deed	PRD
Power of Attorney or Revocation of Power of Attorney	PA
Promissory Note	PN



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Quit Claim Deed	QD
Release to Distribute Property	RDP
Release of Lease	RL
Release of Lien (F.S. 713.20)	RL
Restrictions	RES
Satisfaction of Mortgage	SM
Security Agreement	SA
Subordination Agreement	SUB
Supplemental Mortgage (2nd Mortgage)	MS
Timber Deed	TRD
Trust (Certificates or Memorandums of Trust)	TRS
Uniform Commercial Code	UCC
Uniform Commercial Code Amendment	UCCA
Uniform Commercial Code Assignment	UCCAS
Uniform Commercial Code Continuation	UCCC
Uniform Commercial Code Release	UCCR
Waiver	WAI
Warranty Deed	WD

TEMPORARY DOCUMENT TYPE CODES USED FOR TAX EXCEPTIONS OR EXEMPTIONS:

Mortgage – Intangible Tax Exempt	MEEI
Mortgage – Exempt from both Documentary stamp and Intangible tax	MEET
Promissory Note – Not subject to Intangible tax	PNEEI
Deed with Assumption Clause	DEWA