



Administrative Recording Requirements

State of Alaska

Marital State: Yes
Trust State: Yes
Mortgage State: No

Recording Structure: 34 Recording Districts / State Recorder / Department of Natural Resources

Formatting of Documents:
Format specified by rule / Penalty fee of \$ 50 for non-compliance

Website: www.recorder.alaska.gov/preparingdocs.cfm
8 1/2 x 14 maximum size
First page: 2" top margin / 1" other margins
Other pages: 1" margins
Coversheet may be used if margin requirements aren't met to avoid penalty fee
10 point minimum font size
Title identifying document must be included

Other Requirements:

Grantor/Grantee names and addresses required
Return-to name and address required
Name of the recording office required on all documents
All signatures require name to be typed or printed underneath
Notary certification required printed name
Re-records require reason listed at top of document
Subsequent filings should include reference date, book & pages
<http://www.recorder.alaska.gov/findYourDistrict.cfm>

District Office Listing:
District Recorder Office
Address Listings:

<http://www.recorder.alaska.gov/distlist.cfm>

Fee Structure www.recorder.alaska.gov/fees.cfm

Blanket Assignments: Generally accepted at no charge
Blanket Releases: Generally accepted at no charge

Completion Time: 60 days

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.
Recording Requirements are subject to change at any time without notice. as of 3/10/2010