

Official Public Records Filing Requirements

By law, all instruments to be filed in the Official Public Records of Moore County, Texas:

- **MUST HAVE ORIGINAL SIGNATURES**

Texas Property Code Sec. 12.0011 (b)

- **MUST BE PROPERLY ACKNOWLEDGED/ NOTARIZED**

Civ. Prac. & Rem. Code Sec. 121.004-121.011

- **MUST HAVE A CLEARLY IDENTIFYING HEADING OF DOCUMENT**

- **MUST BE TYPED OR WRITTEN IN AT LEAST 8 PT. FONT**

- **MUST BE ON PAPER NO LARGER THAN 8.5 in. X 14 in.**

- **MUST HAVE THE GRANTOR'S NAME PRINTED LEGIBLY/TYPED UNDER SIGNATURE**

- **MUST HAVE GRANTEE'S MAILING ADDRESS ON DOCUMENT**

Failure to meet these requirements will result in a fee double the normal recording fee

Local Gov't Code 191.007

- **BLACK TYPING ON A WHITE BACKGROUND**

- **WE REQUEST AT LEAST 1 in. MARGIN OF BLANK SPACE AT TOP OF EACH PAGE**

Local request for space for electronic stamp

If no statute authorizes, requires or permits a document to be filed or recorded, the clerk may not accept such a document. For example, unusual papers such as a "Refusal to Pay Property Taxes," a "Declaration of Person Being a Sovereign," a "Surrender of Social Security Card" and a "Declaration of Domestic Partnership" are not to be filed or recorded.

Sec 11.008

Death certificates and Letters Testamentary may NOT be recorded in OPR, due to the fact certified copies may NOT be made. AG H-410

Confidential information in real property documents. A deed, mortgage, or deed of trust that transfers an interest in real property to or from an individual must include a confidentiality notice. The notice must appear at the top of the first page of the instrument, in 12-point boldfaced type or 12-point uppercase letters, and read substantially as follows:

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER. Sec 11.008 (b)