**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 results in a fee double the normal recording fee* Local Gov’t Code 191.007

# 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.

|  |
| --- |
| *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)** |

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