

REGISTRY OF DEEDS

OFFICE #: 324-1576

FAX#: 324-2886

EMAIL: deeds@yorkcountymaine.gov

As the courthouse is now open to the public, I want to explain how business is being conducted for the foreseeable future.

RECORDING DOCUMENTS

There is no public interface with the Deeds staff for recording of documents. Recording is being handled in the following manner:

IN HAND

When bringing documents to the courthouse for recording the Deputy will collect them at the public entrance.

BE ADVISED THESE DOCUMENTS WILL BE PLACED IN HOLDING FOR A MINIMUM OF 24 HOURS (or next business day) BEFORE BEING GIVEN TO THE DEEDS STAFF TO PROCESS FOR RECORDING.

IF YOU ARE AGREEABLE TO THIS DELAY please have them in a large envelope with the following information clearly written on the outside of the envelope:

- YOUR NAME
- ADDRESS TO MAIL THE DOCUMENTS BACK TO AFTER RECORDING

- CONTACT PHONE NUMBER, WE WILL BE CALLING YOU WITH ANY QUESTIONS WE MAY HAVE CONCERNING YOUR DOCUMENTS
- ANY INSTRUCTIONS YOU WOULD LIKE US TO FOLLOW REGARDING YOUR DOCUMENTS

PAYMENT OPTIONS:

- CASH, WRITE THE AMOUNT ON AN ENVELOPE AND PLACE IT IN THE LARGE ENVELOPE WITH YOUR DOCUMENTS
- CHECKS ARE MADE PAYABLE TO THE YORK COUNTY REGISTRY OF DEEDS
- IF YOU WANT TO PAY WITH A CREDIT CARD PLEASE INDICATE THAT ON A NOTE ALONG WITH YOUR CONTACT INFORMATION, WE WILL CALL YOU TO PROCESS THE PAYMENT OVER THE PHONE WHEN THE DOCUMENT IS ABLE TO BE RECORDED

DOCUMENTS BEING DELIVERED BY U.S. POST OFFICE & OVERNIGHT SERVICES:

DOCUMENTS THAT ARE MAILED OR OVERNIGHTED WILL BE SENT FOR A DECONTAMINATION PROCESS PRIOR TO BEING GIVEN TO THE DEEDS STAFF FOR RECORDING

ELECTRONIC FILING

COMPANIES THAT ARE CURRENTLY ABLE TO FILE WITH THE DEEDS OFFICE:

- SIMPLIFILE
- CSC
- E-PARTNERS

RESEARCH AREAS

Anyone entering the courthouse will need to wear a mask and complete a screening prior to you being allowed into the building.

The research room will be open to the public from Monday – Friday from 8:30 am - 4:00 pm.

Maximum of four (4) members of the public in the research room; when you enter the building let the Deputy know that you wish to access the research room, he will provide you with a pass. Currently we are not limiting the amount of time that you stay in the room, however if there is an increase demand, we may implement time restrictions.

There are two (2) computers available for public use, however Deeds staff is not available to assist you on computer usage.

Online documents are available using the York County Maine Registry of Deeds search site: SEARCHIQS.com

(PLEASE NOTE: There is no fee associated with setting up an account. The only fee would be after you have printed more than 500 pages you are charged fifty cents per page.)

When you get to the first page there are multiple states and counties listed- select **Maine** and **York**. When the site opens to our page you will see a photo of the York County Superior Court building. On the right of the photo it asks for User ID: and Password: if this is your first time using the site you will see Sign Up for User Account on the sign-up screen is where you will create your own user name and password. You need to fill out the sign-up page completely.

A disclaimer page will appear and you need to read the terms and click: I Accept

Once you get to the search area all documents are stored by owner's name. (You cannot search by property address)

One suggestion I will give you is that when you are searching do not fill in all the search fields, if I were to search my name, I would only enter

LAST: Hammond FIRST: N

nothing else

then select SEARCH