

Recording



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Recording Information for 2024

- [Now accepting credit cards](#)
- [2024 Fee Schedule](#)

The County Auditor is the custodian of all recorded documents including real estate documents, liens, military discharges, maps, and surveys. We also record Process Server Registrations as well as issues Marriage Licenses.

Recording a document serves to give public notice of the document's subject matter. Once recorded, a document becomes part of the official records of Pend Oreille County and is considered permanent record that cannot be unrecorded.

The Recording Department's task is to record documents and to provide a means for the public to view recorded documents. We record only those documents that meet state recording guidelines, work to facilitate document retrieval by maintaining an accurate index to the documents, and provide the equipment and assistance necessary to aid the public in viewing and copying document images.

The responsibility for properly preparing an instrument, plat, survey, and other documents is that of the document preparer. The County Auditor's responsibility is limited to verifying the following information:

- Proper fees are tendered.
- The instrument contains the document title(s).
- Indexing information is complete.
- The document is legible.
- The document is formatted correctly.

Please note: the County Auditor and their Deputy Auditors are not practicing attorneys and are prohibited from giving or offering legal advice.

Recording Format Requirements:

- [Formatting Guide for Recording Documents](#) contains requirements for recording instruments.
- Documents recorded before June 3, 1996, have up to six digits as well as a book and page number.
Documents recorded after June 3, 1996, an eleven-digit number starting with the year.
- Cover Sheet
- To avoid reformatting your document for **margins**, you have the option of attaching a coversheet with a signed affidavit and paying the \$50.00 non-standard fee **in addition** to the recording fees.
- If any portion of your document is illegible, it **cannot** be recorded. Stamps or seals over text make it illegible.

Obtaining Photocopies or Certified Copies:

- \$1.00 per page for Photocopies
- \$3.00 per page for Certified copies and \$1.00 for each additional page.

If you would like to order copies you may send a written request to the Pend Oreille County Auditor. Please include in your request:

- The document's Auditor's File Number
- A return address

- A check or money order made payable to the Pend Oreille County Auditor

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New: Documents from 1997 to Present are available online.

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Staff Contacts

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