

North Carolina Document Recording Standards (G.S. 161-14 b)
(Effective October 1, 2011):

- Be 8.5 x 11 or 8.5 x 14
- Have blank 3" top margin on 1st page and ½ in margins on remaining sides and sides of pages after the first
- Have back print on white paper in legible font-at least 9 point (blanks/corrections may be completed in pen)
- Must be single-sided
- State the instrument type at the top of page one
- Noncompliance incurs a \$25.00 fee

In addition:

Deeds and deeds of trust must indicate who prepared the document.

Deeds must also include the address of the grantee and indicate if the deed is or is not the primary residence of the grantor.

Deeds and some maps must be approved by the Beaufort County Land Records office prior to recording.

If instrument does not meet requirements outlined above, the Register of Deeds shall register the instrument after collecting a \$25.00 fee for non-standard documents as required by GS 161-10(a)(19). If an instrument fails to meet the requirement for font size but is determined by the Register that the instrument is legible, the Register of Deeds may record without collecting the non-standard fee charge.