

DOCUMENT STANDARDS 7-4-2636 MCA- new law takes effect 10-1-2011

All documents that are acknowledged as having been executed **prior to 4-28-07** are accepted for recording as a standard document. The fee will be \$7.00 per page.

Unless accompanied by the fee required in 7-4-2637(2), all documents submitted for recording must meet the following requirements:

1. Margin requirements are: 3" at top of 1st page, at least 1" at top of all subsequent pages, 1" at bottom of each page, **at least ½"** on sides of each page. If an insignificant portion of the signature (such as the "tail-end" of the last letter) is in the margin the document will be standard. If a portion of the signature in the margin is a designation such as: Sr., Jr., II, III, POA or Attorney-In-Fact; these designations will be considered significant and cause the document to be non-standard.
2. **Include the name and mailing address of the person** to whom the document is to be returned in the margin in the **upper left-hand** corner of the 1st page of each document which may be legibly printed in ink or typed.* The document is non-standard if no return address is included in the upper left-hand corner of the 1st page. Documents will be returned to the address written on the document --- **NO EXCEPTIONS! If the submitter would like the document sent to an alternate address, they MUST write it on the document BEFORE recording.**
3. Except for page numbers or **other administrative information or designations** all margins **must be clear** of all markings. The document standards committee has determined that other designations may be:
 - a. form numbers
 - b. form names
 - c. last date form updated
 - d. fax transmittal information
 - e. tribal information
 - f. Initials
 - g. Barcodes
 - h. order numbers
 - i. name of lending institution
4. The document must be legibly printed or typed in **blue or black ink** on white paper that is either 8 ½ x 11" or 8 ½ x 14" in size. **Addresses of grantees must be in blue or black ink when legibly printed in.** A whole document legibly printed in blue or black ink, meeting all other document standards, is a standard document. A whole document that is written in cursive is non-standard.