

**STAFFORD COUNTY
REGISTER OF DEEDS**

PROPERTY RECORDING NOTIFICATION SYSTEM FAQs

What is the Property Recording Notification System Subscription?

The Property Recording Notification Subscription is a notification service that notifies subscribers by e-mail each time that a document is recorded with their name on it in the Stafford County Register of Deeds office.

How do I sign up for this service?

Complete and return the registration form to the Stafford County Register of Deeds office.

How much does it cost to subscribe?

There is no fee to use this service. It is provided free of charge.

How many registration forms can I submit?

You may submit as many registration forms for names, businesses, and/or e-mail addresses as needed.

What type of information is needed to sign up?

Your name and/or business name and an e-mail address are required to register.

How should I enter my name?

For best results, please enter your name as it may appear on various recorded documents (John Doe, John J. Doe, John James Doe) etc. For Women, if you acquired land under a maiden name, or previous name, please make sure to enter all variations of names.

How should I enter my first name?

If you have a first name that can be spelled several ways, or that is easily misspelled, you may wish to only use the first letter of your first name to reduce the likelihood of a missed notification.

What if my last name has a space between two names?

In this case, you may wish to submit two forms – one that has the space and one that omits it. For example, you may wish to register as Van Cleave and VanCleave.

My name is common – will I receive notifications that do not pertain to me?

Yes, it is possible. You can always ask the Stafford County Register of Deeds to review the document for which you received a notification to determine if it applies to you.

How should I enter my business's name?

Enter your business's name on the second line of the registration form and do not enter anything on the line for First Name or First Initial. If your business starts with the word "The," omit it.

What if I have changes to my registration form or want to cancel my registration?

Call the Stafford County Register of Deeds Office @ 620-549-3505.

Will this cover property I own in other counties?

No. This service is only for properties located in Stafford County, Kansas.