



Daniel J. O'Connor Jr.

Franklin County Recorder

FAX PROCEDURES

1. No certified documents will be produced or accepted by FAX transmission.
2. No documents shall be recorded utilizing FAX.
3. Anyone transmitting a FAX order for processing must have a current escrow account or remit cash, check or money order prior to the transmission at the Customer Service counter.
4. All orders transmitted after 5:00 p.m., Monday through Friday, weekends and holidays, will be processed on the next business day.
5. All requests shall be for Recorder's Office documents only.
6. Charges are as follows:
 - a. Outgoing FAX from Recorder's Office - \$2.00 per page (local) and \$4.00 per page (long distance)

FOR EXAMPLE:

- A) You have faxed the appropriate request form to the Recorder's Office requesting a copy of a document containing ten (10) pages; when completed, the copy will be held at the counter for pickup:

10-pages copied @ \$2.00	<u>\$20.00</u>
Total Due	\$20.00

- B) Based upon the same copy request, but asking that the documents be faxed from the Recorder's Office to you:

10-pages copied @ \$2.00	\$20.00
10-pages Faxed @ \$2.00	<u>\$20.00</u>
Total Due	\$40.00

NOTE: Attached is a copy of the appropriate request form. Please make copies for future use.



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Fax Order Form

FAX NUMBER: (614) 525-4299
PLEASE PRINT LEGIBLY

Order placed by: _____

Date: _____

Time: _____

Hold at Counter

Return by FAX

Account Name/Contact Person: _____

Telephone: _____ FAX: _____

	Document Type	Volume	Page	FILINGS AFTER MAY 15, 1997 INSTRUMENT NUMBER	OFFICE USE ONLY
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

AR – Assignment/Release
MI – Mechanic’s Lien

DB – Deed Book
MO Mortgage Record

FS – Financing Statement
OR – Official Record

LE – Lease Record
 Other

Recorder’s Office Use Only

Request Filled By: _____

Notes: