

## State of Missouri Administrative Recording Requirements:

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**Marital State:** No

**Trust State:** Yes

**Mortgage State:** No

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### **BASIC REQUIREMENTS:**

Paper:

- 8 ½" by 11" accepted (maximum accepted)

Non-standard fee:

- Accepted - \$25 (legal size paper)

Margins:

- First page: 3" Top; ¾" other sides
- Other pages: ¾"

Print:

- Black or dark ink
- 8 point font minimum

Preparer Info:

- Not required

Vesting:

- Must include trustee name and address

Marital Status:

- Not required

APN/PID Number:

- Not required

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1<sup>st</sup> paragraph
- Must accompany all instruments

Notary:

- Date of Acknowledgement
- Expiration Date of Notary
- Stamp or seal
- Printed name must appear below notary's signature

**FORM REQUIREMENTS:**

State cover sheet:

- Required for all Deeds of Trust, deeds, subordination agreements, releases, assignments, power of attorney, etc.
- Include: document title, date of document, grantor name, grantee name & address, legal reference (page)

Deeds/Subordination Agreements:

- Cover sheet must include book & page number of last recorded instrument
- Legal description
- Previous recorded information required

Death certificate:

- Does not require cover page
- Requires legal description
- No affidavit required

Power of attorney:

- Original only (copies not accepted)
- Legal description



**COMMON REJECTION REASONS:**

- Cover page missing/incomplete
- Printed name beneath signatures missing
- Margins incorrect

**SPECIAL CHARACTERISTICS:**

- St. Charles County requires form only (must not be reproduced)
- Jackson County has two divisions, which must be specified: Independence or Kansas City
- Jasper County will not accept correction tape or fluid



This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice. Always verify requirements and fees with the appropriate recording office.  
As of May 5, 2017