

# Utah Recording and Processing Standards

<b>Number:</b>	Recording - 1
<b>Version:</b>	1
<b>Effective:</b>	04/30/2023
<b>Pages:</b>	2

## 1. Title

Recording of Documents with Blended Notary Methods.

## 2. Standard Procedure

**2.1 Acceptance of Documents with Blended Notary Methods:** When a document with a blended notary method is presented for recording the County Recorder's Office will accept the document for recording and processing in accordance with Utah Code 57-3-101 when one of the following methods is followed.

### 2.1.1 Wet Ink Signature and Notary Obtained First:

- Obtain the wet ink signature and properly notarize it.
- Convert into an electronic form to be uploaded to an approved RON technology platform.
- Obtain the RON signature and RON Notary Acknowledgement
- Maintain the original electronic image as required by the electronic recording statute (do not print or re-scan)
- Record the fully-signed electronic document as per e-recording statutes

### 2.1.2 RON Signature and Notary Obtained First:

- Obtain the wet ink signature counterpart(s) and properly notarize it (them).
- Use the identical unsigned document in the RON to send to the signor. All counterpart signature documents must match EXACTLY.
- If there are more than one RON counterpart signatures to be obtained, add the word "COUNTERPART" to the upper right corner of page one on the second and any subsequent counterparts (do not show the word "COUNTERPART" on the first RON counterpart; this will become page one of the to be assembled document)
- Obtain the RON signature and notary on the unsigned counterpart document(s)
- Maintain the electronic original(s) of all RON counterpart signatures
- Stamp or add the word "COUNTERPART" on the first page of the wet signed document
- Wet ink stamp the original wet ink signed document(s) with the "Conversion" stamp as per statute
- "Convert" the wet ink signature counterpart into an electronic form as authorized and required by statute for e-recording purposes
- Assemble the document for recording, while maintaining all electronic "originals" in their electronic format one PDF document containing
  - The first RON counterpart document in its full length
  - The second and subsequent RON counterpart in its full length (if applicable) appended to the first
  - The converted wet ink counterpart(s) in their full length are appended last to the document.
- Record the fully-signed electronic document as per e-recording statutes

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**3. Approvals**

<b>Group</b>	<b>Approval</b>	<b>Date</b>
Utah Association of County Recorders	96%	04/30/2023
Utah Land Title Association Board	100%	05/08/2023

**4. References**

Utah Code 46-4, 46-1, and 17-21A.