

**Greene County Recorder  
Stuart A. Dowden  
PO Box 309 Bloomfield, IN 47424  
812-384-2020 or fax 812-384-2044  
We are open Monday thru Friday 8:00 am until 4:00 pm**

### **OFFICE POLICIES**

**This office shall do business in accordance with Indiana Code 36, Article 2, Chapter 11.**

**The right to inspect and copy said public agency's records shall be done in accordance with Indiana Code 5-14-3-3 (b) (2) (A). This office will not allow the public to provide their own copier, scanner, camera, cell phone, or any other such devise. All copies will be made with the Recorder's equipment. {IC 5-14-3-3 (b) (2) (A), and charges according to IC 36-2-7-10 (b) (5)}. Exceptions are pursuant to IC 5-14-3-4 (b).**

**All procedures in this office shall be done in accordance with the official "Accounting & Uniform Compliance Guidelines Manual for County Recorders of Indiana".**

**In 2013, the State of Indiana enacted IC 36-2-11-8 (c). "Any instrument that is contaminated by blood or another bodily fluid, or that appears to be contaminated by blood or another bodily fluid, is not proper for recording. The Recorder shall not record an instrument that is contaminated by blood or another bodily fluid, or that appears to be contaminated by blood or another bodily fluid."**

**It is the policy of this office in regards to Warranty Deeds submitted by the State of Indiana and the Indiana Department of Transportation to record deeds free of charge pursuant to IC 36-2-7-10(h)(2).**

**We believe that one of the main purposes of the office is to record documents as soon as possible. If payment is received in excess of \$3.00 or less of the official fee, documents shall be recorded immediately. All monies will be received and remitted to the county Auditor at the end of the month for deposit into the county general fund. If the money received is more than \$3.00 over the official fee, the Recorder's office will either return the documents or contact the sender to see if they want it returned or kept as is. This is up to the discretion of the Greene County Recorder.**

**Information will be given over the telephone with the discretion of the Deputy that takes the call. Some information can be given over the telephone, however this office will not be held liable for misunderstood information and no responsibility will be taken.**

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**Oversize documents reduced to legal size for recording purposes will be rejected if they do not meet or exceed legibility issues. See IC 36-2-11-10 (3)**

**In accordance to Accounting & Uniform Compliance Guidelines for County Recorders of Indiana, page 8-8, the Recorder of each county may require that each release, discharge or satisfaction of a mortgage, judgment, or lien or any partial release of any of these, be recorded on a separate written instrument. If a Recorder does so, an instrument presented for recordation in that county may not contain more than one (1) release, discharge or satisfaction. Greene County Recorder's office will not accept multi-transaction documents for any document other than Oil & Gas Assignments and Sewer Liens. IC 32-29-5-1(c).**

**Mortgage Releases or Assignments must either have the same information as the original mortgage included, or an associated document that links them together. If not, the new document will be rejected.**

**The purpose of these procedures is to clearly define and document the procedure for procuring information and to provide continuity and consistency with regard to the operation of the Recorder's office.**

**Please find the Official Fee Schedule for the Greene County Recorder's office per IC 36-2-7-10.**

**Thank you for your cooperation.**

*Stuart A. Dowden*

**Greene County Recorder**