

COVID 19 Policy (updated 3/24/2020)

Due to the COVID 19 pandemic, the Shelby County Recorder's office has every intention on continuing to serve the constituents of Shelby County while also considering the best interest/wellness of the office employees. In order for us to continue serving with little or no interruption, it is imperative that our staff remain healthy.

To assist in keeping our staff healthy, we are asking for your cooperation and understanding.

We will be closed to the general public, but will do everything possible to fulfill most requests by calling (937)498-7270.

For the Title Searchers, local attorneys, banking industry, realtors or any other entity which relies on our office for their business, I ask for your cooperation.

Please try to conduct as much business as possible outside of our office by utilizing our online search system which is available. The index began July 1, 1989. Images are available for documents recorded August 20, 2001 or later. Please note: Indexes and images are available prior to these dates due to our back indexing and back scanning projects. To utilize our online search, visit [www.uslandrecords.com](http://www.uslandrecords.com).

We will continue to fulfill copy request (by submitting a copy request form which you will find under our fee schedule).

We also encourage electronic recording for those companies which record documents often, but will continue to accept them by mail and in person.

If you are interested in submitting recordings electronically with Shelby County, an authorized account must be established with a third-party submitter. The first step is to contact a "submitter" company which is required by our software.

This is not a 'preferred' vendor list, but rather a list of submitter companies configured to work with our software.

CSCGlobal

<https://www.erecording.com/>

eRecording Partners Network

<https://www.goepn.com/>

Indecomm Global Services

<https://dmg.indecomm.net/Connect/Contact>

Simplifile

<https://simplifile.com/>

Thank you for your cooperation and assistance.