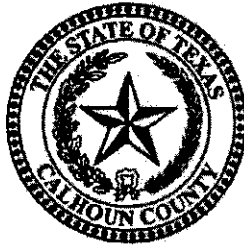


# **Calhoun County Requirements for Recording in Public Record**



**Anna Goodman, County Clerk  
211 South Ann Street Suite 102  
Port Lavaca, Texas 77979**

- Instruments must be in English or accompanied by a certified translation.  
Property Code 11.002
- Must provide a heading at the top of the first page that identifies the type of document. Please leave a 1- inch top margin for recording sticker.
- Must use black or blue ink.
- Instrument must be submitted on white paper that is no larger than 8.5x14 inches and no smaller than 8.5x11 inches. Paper must be of a sufficient weight and substance so that printing, typing or handwriting will not bleed through.  
Must be printed in no smaller than 8-point type.  
Must be clearly legible.  
Corresponding names should be printed or typed beneath all signatures.  
Local Government Code 191.007
- Instrument must be original. Property Code 12.0011
- Instrument must be signed and acknowledged by a notary public or two or more credible subscribing witnesses. Property Code 12.001
- Mailing address of each grantee named must appear on the instrument, or an added fee of \$25.00 will be charged in addition to regular recording fees.
- Legal description of the property must be in Calhoun County or Volume and Page / Instrument Number referencing a previous document recording that describes that property.

**FAILURE TO MEET THESE REQUIREMENTS WILL CAUSE YOUR DOCUMENT(S) TO BE  
REJECTED AND RETURNED TO YOU.**