Please check the table at the bottom for special coversheets that must be used for some counties

Whenever recording your paperwork, you must always include a cover sheet. This lists out the contents of your paperwork that you intend on recording. If you show up at the recorders office, or mail in your paperwork, without a cover sheet, your paperwork will be refused.

In the top of this document, change the county you plan on recording in.

List out all the papers you are recording in the middle of the recording sheet. In the example recording document, add or remove papers part of the recording.

I have added the Patent of Nativity as a placeholder, if you have properly filled it out, but replace it with the Declaration of Status, if you intend on recording this instead.

Fill out the return address exactly as below, replacing the name and address with your actual name and non-domestic mailing address:

Return to: John Quincy Doe  
c/o rural route 123 Easy Street  
Some Town, Alaska, [near 10002]

* Always use "c/o rural route", as you are indicating this is a non-domestic, non-resident mailing address
* Spell out your state name completely, do not use abbreviations
* put your zip code in brackets as "[near 12345]", as again, your mailing address is a non-domestic non-resident address outside of DC and the corporate UNITED STATES

Now count the number of pages of all of your paperwork, and count it again. Make sure the number of total pages is correct.

Be sure to include the cover sheet in your count.

Fill in the number of pages in the appropriate section.

The agent at the recorders office will count the number of pages to verify the count

Do not staple or clip any of your papers. Since you are recording all of your paperwork as a single document, it must look like there is no separation of any of the pages.

View the list of friendly recording counties here:

Regardless if you record in-the-flesh, or mail in your paperwork, be sure to get at least 2 (preferably 3) certified copies of your paperwork. You will need one for your passport