

## Tennessee's eRecording Guidelines

The State of Tennessee has established specific guidelines for electronically submitted documents. Under the amendment to Tennessee Senate Bill SB0317, county registrars are authorized to record electronic copies of documents if the following conditions are met:

- The document is otherwise eligible for recording.
- The document is certified as a true and correct copy of the original.

To meet these requirements, each submission must include a **Certificate of Authenticity**. This certificate must include the following information and a sample of a completed certificate is provided for your convenience on page 3 of this guide:

- Declare that the signer is a licensed attorney or the custodian of the original document.
- Reference the execution date of the accompanying document.
- Include the date the certificate was signed and notarized.
- Be composed using a minimum 10-point font.



## Using a Paper Certificate

While preparing a document for submission, you may choose to include a scanned Certificate of Authenticity to be sent to the county along with the document. Please follow the illustrated below to complete this process:

1. When preparing a document for submission, begin by selecting the document type that most closely matches the document you are submitting ...

### Helpful Tip

Once the document type template has loaded and is ready for use, the **Certificate of Authenticity** panel will appear.

2. Click  if you have a scanned certificate to upload ...
3. Click  if you have paper certificate that you would like to scan directly into ePrepare. This option is only available if the Docuvieware Scanning utility is installed.

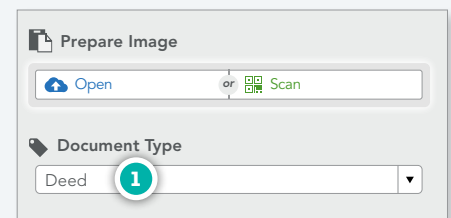
## Contents

- eRecording Guidelines . . . . . 1
- Using a Paper Certificate . . . . . 1
- Creating a Digital Certificate . . . . . 2
- Deleting a Digital Certificate . . . . . 2
- Sample of a Certificate . . . . . 3

 **Download Link**

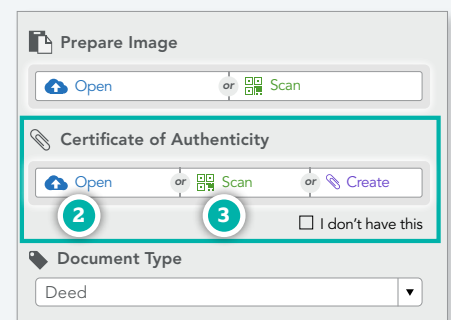
To digitally sign and/or notarize applicable electronic documents, complete a Digitized Signature Form. A link to this form is provided above.

FIGURE 1 | First, specify the document type



The screenshot shows a 'Prepare Image' section with 'Open' and 'Scan' buttons. Below it, the 'Document Type' dropdown menu is set to 'Deed', with a circled '1' next to it.

FIGURE 2 | Uploading a paper certificate



The screenshot shows the 'Prepare Image' section with 'Open', 'Scan', and 'Create' buttons. A 'Certificate of Authenticity' panel is highlighted with a red box, containing 'Open', 'Scan', and 'Create' buttons. The 'Scan' button is circled with a '2' and the 'Open' button is circled with a '3'. There is also a checkbox for 'I don't have this'.

### Creating a Digital Certificate

When preparing a document for submission, you may opt to create an electronic version of the certificate, which can be digitally signed and notarized by applicable users on your ePrepare account.

1. When preparing a document for submission, begin by selecting the document type that most closely matches the document ...

**Helpful Tip**

Once the document type template has loaded and is ready for use, the **Certificate of Authenticity** panel will appear.

2. Click **Create** to begin the process of creating a digital certificate ...

You can select any available people in your organization to digitally sign and notarize the certificate, provided they have a digitized signature file registered with ePrepare.

Once the certificate is signed and notarized, ePrepare will generate the certification form and attach it to the main document image. The temporary file will be removed at this stage, allowing you to submit the package to the county.

### Deleting a Digital Certificate

Once the process of creating a digital certificate has begun, a temporary certificate file is added to the package. But you have the option to delete it if needed. To do so, locate the package in your worklist and click its name to open it. When the Package View appears, displaying the contents, simply follow the steps outlined below:

1. From the list of package contents, locate the certificate and check its selection  box ...
2. From the action drop-down list, choose **Delete** ...
3. Click the **GO** button and the temporary certificate file is removed from the package.

FIGURE 3 | First, specify the document type

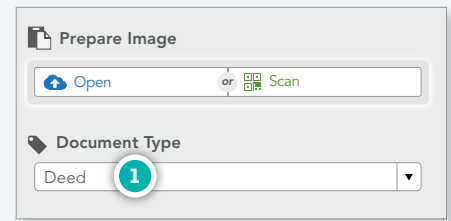


FIGURE 4 | Creating a digital certificate

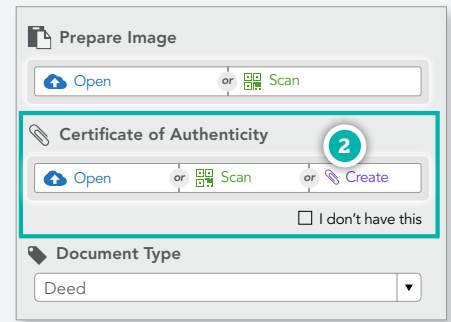


FIGURE 5 | Deleting the temporary digital certificate file

**CSC ePrepare** Package Announce

WORKLIST | REPORTS | COUNTY KNOWLEDGE | PROPERTY SEARCH

**Pendergast Release** [Davidson County, TN](#) [change](#)

Office:

[edit name](#) | [set as draft](#) | [email notifications](#) | [move to reject](#)

Ready  
Average Turnaround Time: Same Day (Based on county operating hours and time of submission)  
Total Estimated Fees: \$24.00

Created: Jennifer Morales 10/06/2025 11:58 AM

Send me an email notification when: <input type="checkbox"/> Rejected <input checked="" type="checkbox"/> Recorded		NAME/NUMBER	DOCUMENT TYPE	LAST MODIFIED	
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Satisfaction</a>	Release	10/06/2025 11:54 AM	Awai
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">CertificateOfAuthenticity</a>	Certificate of Authenticity Coversheet	10/06/2025 11:58 AM	

1. Select the  for CertificateOfAuthenticity

2. Action dropdown: Delete

3. GO DELETED PACKAGE

**Certificate of Authenticity**

I, **Jennifer Q Public**, do hereby make oath that I am a licensed attorney and/or the custodian of the original version of the electronic document tendered for registration herewith and that this electronic document is a true and exact copy of the original document executed and authenticated according to law on **May 6, 2025**

*Jennifer Q Public*

Name: **Jennifer Q Public**  
Title: **Loan Officer**  
Date: **May 6, 2025**

State of **Florida**  
County of **Collier**

*Daniel R Public*

Sworn to and subscribed before me on **May 6, 2025**

Notary Public: Daniel R Public  
My Commission Expires: 02/28/2027

