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| 2 ½"  **Recording Information Only** | **Parcel Number:  Prepared By:  Return To:** |
| **New Castle County, Delaware/First Page Only**  **Paper Size - 8½" x 11" or 8½" x 14"**  **Must be typed or printed (date and fill excepted) with characters at least 12 point (15 characters & spaces per inch) in size**  **No tape or correction fluid**  **←Left Margin = ¾" Right Margin = ¾"→**  **Bottom Margin = ¾"**  **↓** | |

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| **New Castle County, Delaware/Additional Pages Only** **←Left Margin = ¾" Right Margin = ¾"→**  **Bottom Margin = ¾"** |

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| Tax Parcel ID#:  Prepared By: | 1 ¼"  **Recording Information Only** |
| **Kent County, Delaware/First Page Only**  **Paper Size - All documents must be 8½" x 11"**  **Tax Parcel Number Requirements:**  Must be a 25-space number - complete with decimal points and dashes.  Should begin with a two-character alpha designation for the respective Hundred,  followed by the two-space Town/City code.  Examples:  ED-05-086.07-01-81.00-000  MD-00-144.00-01-09.01-000  DC-17-010.14-02-76.00-000  **Must be typed (date and fill excepted) with characters at least 12 point (15 characters & spaces per inch)**  **No tape or correction fluid**  **$30.00 Noncompliance fee per document**  **←Left Margin = ¾" Right Margin = ¾"→**  **1" Bottom Margin** | |

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| **Kent County, Delaware/Additional Pages Only**  **←Left Margin = ¾" Right Margin = ¾"→**  **2" Bottom Margin - Last Page Only**  **1" Bottom Margin - All Other Pages**  ↓ |

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| Tax Parcel ID#:  Prepared By: | **2 "**  **Recording Information Only** |
| **Sussex County, Delaware/First Page Only**  **Paper Size - 8½" x 11" or 8½" x 14**  **Must be typed (date and fill excepted) with characters at least 12 point (15 characters & spaces per inch)**  **Printing on one side only**  **No tape or correction fluid**  **$30.00 Noncompliance fee per document**  **Remove all staples**  **All pages, including attachments, must be numbered sequentially**  **←Left Margin = 1" Right Margin = 1"→**  **1" Bottom Margin**  ↓ | |

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| **Sussex County, Delaware/Additional Pages Only**  **Paper Size - 8½" x 11" or 8½" x 14**  **←Left Margin = 1" Right Margin =1"→**  **2" Bottom Margin – Last Page Only**  **1" Bottom Margin – All Other Pages**  ↓ |

**9 Del. C. § 9605. Recordation of instruments.**

**(f) The Recorder shall not accept for recordation any deed or other instrument affecting real property unless the deed or other instrument contains thereon in a conspicuous place the county tax assessment parcel identification number of the parcel or parcels affected. In all cases where the affected parcel was just created by subdivision, the number of the parcel which was subdivided shall be identified and the number of the newly created parcel or parcels shall be listed, if available. In cases where the affected Parcel was just created by the combining of separate parcels, the number of the parcels that were combined shall be identified. The number or numbers of the newly created parcel or parcels shall be listed, if available.**

**(h) The Recorder of deeds shall not accept for recordation any deed or other instrument affecting real property unless the deed or other instrument contains the words "prepared by" followed by the name and address of the person who drafted or prepared the deed or other instrument for recording. The information required by this subsection shall appear on the first Page of the instrument to be recorded.**

**9 Del. C. § 9611. Recordation of instruments containing certificate of notarial act.**

**(a) Any document presented to the Recorder for recording which contains a certificate of a notarial act as defined by §§ 4321(3) and 4327 of Title 29 (existing or as amended), shall, in addition to other matters which may be required by law, identify the name and title of the notarial officer who executed the certificate in a legible manner which is suitable for micrographic or electronic reproduction.**

**(b) The use of a typewriter, printer or rubber stamp which when applied to the instrument produces the printed information required by subsection (a) of this section shall also be authorized.**

**(c) The Recorder may refuse to record any document that contains a certificate of a notarial act which does not comply with subsection (a) of this section unless the person recording the instrument pays a penalty equal to the authorized recording fee for said document.**

**(d) The recording of any instrument which does not comply with subsection (a) of this section shall not affect its validity or admissibility as a public record. (14 Del. Laws, c. 383, § 2; Code 1915, § 1379; Code 1935, § 1550; 9 Del. C. 1953, § 9611; 67 Del. Laws, c. 320, § 1.)**