

Official Public Records Filing Requirements

By law, all instruments to be filed in the Official Public Records of Cooke County, Texas:

- **MUST HAVE ORIGINAL SIGNATURES**

Texas Property Code sec 12.0011 (b)

- **MUST BE PROPERLY ACKNOWLEDGED/ NOTARIZED**

Civ. Prac. & Rem. Code Sec, 121.004-121.011

- **MUST HAVE A CLEARLY IDENTIFYING HEADING OF DOCUMENT**
- **MUST BE TYPED OR WRITTEN IN AT LEAST 8 PT. FONT**
- **MUST BE ON PAPER NO LARGER THAN 8.5 IN. X 14 IN.**
- **MUST HAVE THE GRANTOR'S NAME PRINTED LEGIBLY/TYPED UNDER SIGNATURE**
- **MUST HAVE GRANTEE'S MAILING ADDRESS ON DOCUMENT**

Failure to meet these requirements will result in a fee double the normal recording fee

Local Gov't Code 191.007

- **WE REQUEST 2 IN. MARGIN OF BLANK SPACE AT TOP OF EACH PAGE, AND 1 IN MARGIN AT TOP OF EACH FOLLOWING PAGE**

Local request for space to affix label and electronic stamps

- **If no statute authorizes, requires or permits a document to be filed or recorded, the clerk may not accept such a document. For example, unusual papers such a "Refusal to Pay Property Taxes" a "Declaration of Person Being a Sovereign," a "Surrender of Social Security Card" and a "Declaration of Domestic Partnership" are not to be filed or recorded. Sec 11.008**
- **Death certificates and Letters Testamentary may NOT be recorded in OPR, due to the fact certified copies may NOT be made. AG H-410**
- ***Confidential information in real property documents.* A deed, mortgage, or deed of trust that transfers an interest in real property to or from an individual must include a confidentiality notice. The notice must appear at the top of the first page of the instrument, in 12-point boldfaced type or 12-point uppercase letters, and read as follows:**

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OFF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER. SEC 11.008 (b)