

# Northampton County Register of Deeds Instructions and Important Information

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## VITAL RECORDS

The Northampton County Register of Deeds maintains land records (1741 – present) birth records (1914 - present), death records (1914 - present), marriage records (1863 - present), and delayed births.

### Non-certified Records

Non-certified copies of vital records are available to the public for a fee of \$.25.

### Certified Records

Certified copies of vital records will be issued to:

- The applicant (person named on certificate)
- The applicant's spouse (current)
- The applicant's mother / father
- The applicant's brother / sister
- The applicant's children / grandchildren
- The applicant's grandmother / grandfather
- The applicant's step-parent / step-children

Any person seeking information for legal determination of:

- An authorized agent, attorney, or legal representative of the applicant
- Funeral Director/Licensee for death certificates

### Fees

(Cash or Money Orders)

Certified copies	\$10.00
Non-certified copies through the mail (per page)	\$.25
Preparation of amendments to Births and Deaths	\$10.00
Delayed Births	\$20.00

## Filing Standards

### North Carolina Document Recording Standards

Documents recorded on or after July 1, 2002 (revised 2011) must meet G.S. 161-14 as follows:

1. **Be 8 ½ x 11 or 8 ½ x 14**
2. **Have a 3 inch blank margin a top of first page and ¼ inch blank margin on remaining sides of first page and on all sides of subsequent pages**
3. **Black type on white paper**
4. **Font size no smaller than 10 points (blanks in an instrument may be completed in pen and corrections to an instrument may be made in pen.)**
5. **Only one-sided typed or printed text**

### Instruments in General

- **Deeds of Trust and Mortgages** (There is no fee for satisfaction documents of Deeds of Trust and Mortgages in North Carolina)
- **Uniform Commercial Code filings**
- **Torrens Registration**
- **Plats/Maps attached to documents**
- **Attachments** (If the attachments do not comply with the document standards, the \$25.00 non-standard fee is collected in addition to the regular recording fee.) This section does not apply to trailer sheets attached to recorded documents by another register of deeds office.

### FEE:

If an instrument does not meet these requirements, the Register of Deeds will record the instrument after collecting the fee for non-standard documents (\$25).

## EXCEPTION:

Exception to non-standard document fee:

- Font Size – The register of deeds has the discretion to waive the non-standard fee if a font smaller than 9 points is used. In order to waive the non-standard fee for font size less than 9 point, the print must be legible and reproducible. To avoid problems, the use of a font size 9 point or greater is recommended.
- Does not apply to any form of cancellation or to discharges. G.S. 161-14(d) states that the standards apply to instruments “for which a fee is collected under G.S. 161-10(a).” G.S. 45-37.2 specifically says, “No fee shall be charged for recording a satisfaction document, affidavit of satisfaction, or a trustee’s satisfaction.”
- Plats/maps presented for recording as separate documents are not required to meet the document recording standards and are governed by N.C.G.S. 47-30 of the North Carolina General Statutes. Plats/maps attached to documents must comply with the document standards.

## COVER SHEET

The filing party may attach a cover sheet that contains:

- the proper margins and document type
- the name of the individual who prepared the document must be included on the cover sheet (if the document is a deed or deed of trust)

The non-standard fee would not apply if the remaining pages meet the required standards. The cover sheet is counted in the total page count of the document in determining the recording fee paid by the filer. The recording information and North Carolina excise tax information, if applicable, should be placed on the cover sheet, which now serves as the first page of the document.

Documents prepared by local, state, and federal government agencies, out-of-state government agencies, and all other documents which do not meet the 3" margin first page requirement can avoid the non-standard fee with a properly prepared cover sheet.

## Fees

### FEES EFFECTIVE OCTOBER 1, 2016

#### Recording Real Estate Instruments

- Instruments except deeds of trust and mortgages .....\$26 first 15 pages, \$4 ea. add'l page
- Deeds of trust and mortgages .....\$64 first 35 pages, \$4 ea. add'l page
- Plats .....\$21 ea. Sheet
- Nonstandard document .....\$25
- Multiple instruments as one, each .....\$10
- Satisfaction instruments..... No fee
- **Each add'l index reference on Assignments.....\$10**
- Each add'l required indexed party (over 20).....\$2 per name

#### UCC Records

- One or two pages .....\$38
- More than two pages.....\$45 up to 10 pages, \$2 ea. page over 10

#### Marriage Licenses

- Marriage license .....\$60
- Delayed marriage certificate, with one certified copy .....\$20
- Application or license correction with one certified copy .....\$10
- Marriage license certified copy .....\$10

#### Other Records

- Recording military discharge .....No fee
- Military discharge certified copy as authorized.....No fee
- Birth certificate certified copy.....\$10  
*(register may waive for person over 62 years of age)*
- Death certificate certified copy.....\$10
- Birth record amendment.....\$10
- Death record amendment.....\$10
- Legitimations.....\$10
- Certified copies unless statute otherwise provides.....\$5 first page, \$2 ea. add'l page
- Uncertified copies.....\$.25

**Other Services**

- Notary public oath.....\$10

## **ASSUMED NAMES**

To File an Assumed Name

### **Business Names**

New businesses are advised to file their name with the Register of Deeds Office. Business names are referred to as "assumed names." It is recommended that before filing you should perform a name search in our office to determine if the proposed business name has already been filed. This office cannot perform the name search for you, but will give you guidance in the name search process.

### **Name Filings**

The Register of Deeds Office handles assumed name filings for sole proprietorships, partnerships, and corporations doing business under assumed name.

You may obtain many of the necessary forms online by visiting [Business Link of North Carolina](#).

These forms are filed at the County Register of Deeds Office where the business is conducted (see [G.S. 66-68](#)). You may want to search the [North Carolina Secretary of State, Corporations Division](#) for business name availability.

## MARRIAGES

### Requirements for Obtaining a Marriage License

You may purchase a marriage license in the Register of Deeds office in any county in North Carolina. The marriage ceremony may be performed in any of the one hundred counties but the license must return to the county of issuance. North Carolina marriage licenses are valid for 60 days from the date of issuance. The fee for the marriage license is \$60.00 (cash only)

### More Information About Getting Married

- Applicants do NOT need to be residents of North Carolina to marry in Northampton County or North Carolina
- A premarital medical examination is NOT required
- Two witnesses are required for all marriage ceremonies
- Marriages may be performed by an ordained minister of any religious denomination, a minister authorized by a church, a magistrate, or a federally- or state-recognized Indian Nation or tribe
- Marriage licenses are issued between 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding Northampton County-observed holidays. It is necessary for couples to arrive at the office before 4:00 p.m. to complete the paperwork necessary to obtain a marriage license

### Civil Ceremonies

- Civil ceremonies are performed by magistrates by scheduling an appointment with the Magistrate's office at 252-534-7221.

**Note:** Your Social Security card or W-2 form AND a current ID with your name and date of birth are required to get a marriage license.



## Application Requirements: (Please read carefully)

- Applicants must show proof of Social Security number and identity.
- BOTH parties must be present when applying for the marriage license. The marriage may be performed anywhere within North Carolina.

## Applicants' Proof of Age Requirements:

### Ages 21+

- Social Security card or proof of number, (Social Security card or W-2 form) and
- Current ID with name and date of birth - Acceptable identifications:
  - Driver's license, or
  - State-issued ID card, or
  - Passport, or
  - Military ID, or
  - Certified copy of birth certificate

### Ages 18-20

- Social Security card or proof of number, (Social Security card or W-2 form) and
- Certified copy of birth certificate

### Ages 16-17

- Social Security card or proof of number, (Social Security card or W-2 form) and
- Certified copy of birth certificate
- Consent of parent having full or joint custody acknowledged before the Register of Deeds
- Current Photo ID of the person giving consent
- Call 919-856-5490 for more information

### Age 15

- Social Security card or proof of number, (Social Security card or W-2 form) and
- Certified copy of birth certificate
- Certified copy of District Court order

### Under Age 15

- Cannot marry in North Carolina

## Divorced Applicants

- Divorced applicants must provide the month and year of their last divorce. We require you provide an original or certified copy of the divorce decree. There is no waiting period between the divorce and applying for the new license. The Northampton County Register of Deeds does not handle divorces.
- Widow or Widower must provide a certified death certificate.
- To obtain additional information about divorce proceedings, [follow this link to the Northampton County Clerk of Superior Court.](#)

**Note:** Social Security card or W-2 form AND current ID with name and date of birth are required to get marriage license.