



RECORDING MINING CLAIM DOCUMENTS

Please review the recording requirements for mining claim documents before submitting them to our office. Incomplete documents will be returned, or charged an extra \$20 non-standard fee.

If you have any questions concerning the recording requirements and/or recording fees, please do not hesitate at any time to call our office for clarification, as not all mining document forms have the same recording fees.

Jackson County Recording – 541-774-6152

Mining Claim documents submitted for recording must include these first page requirements:

1. **NAME OF THE DOCUMENT:** The type/title of document you are recording must be listed on the first page. If you choose to use a cover page, it then becomes your first page and would need to meet all first page requirements. ORS 205.236
2. **RETURN TO:** The name and complete address of where the document is to be returned after recording must be included on the first page. If a Return To name and complete address is not included, you must send an additional \$20 non-standard fee. Oregon Revised Statutes (ORS) 205.180.
3. **NAMES OF THE PARTIES:** All instruments, including cover sheets and titled instruments, must clearly state the Grantor/Direct and Grantee/Indirect names on the first page.
 - a. **Direct Name:** The Direct Name can be the same as the Return To name. **If the Direct Name and the Return To names are the same, you must note this on the first page of the document or send an additional \$20.00 non-standard fee, per ORS 205.125 and 205.160.** Staff need this information to accurately index the document in the Official Records.
 - b. **Indirect Name:** The Indirect Name can also be the same as the Return To name. **If the Indirect Name and the Return To names are the same, you must note this on the first page of the document or send an additional \$20.00 non-standard fee, per ORS 205.125 and 205.160.** Staff need this information to accurately index the document in the Official Records.