

# Official Public Records Filing Requirements

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

- ☐ **MUST HAVE ORIGINAL SIGNATURES** Texas Property Code Sec. 12.0011 (b)
  
- ☐ **MUST BE PROPERLY ACKNOWLEDGED/ NOTARIZED OR BE WITNESSED BY AT LEAST TWO PEOPLE, ONE OF WHOM'S SIGNATURE IS NOTARIZED** Civ. Prac. & Rem. Code Sec. 121.001 (a)
  
- ☐ **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 as 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

*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 substantially as follows:  
**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF 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)