

# Official Public Records Filing Requirements

## Newton County, Texas

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

- Original signatures
- Must be properly acknowledged and/or notarized
- Must have a clearly identifying heading of document
- Must be typed or written in at least 8-point font
- Must be on paper no larger than 8.5"x14"
- Must have the grantor's name printed legibly typed under signature
- Must have grantee's mailing address on document
- LOCAL REQUEST: **The Newton County Clerk's office requests a 1" margin at the top of each page, if at all possible, to affix 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" or a "Declaration of Domestic Partnership" are not to be filed or recorded.
- 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"

References:

<https://statutes.capitol.texas.gov/SOTWDocs/LG/htm/LG.191.htm>

<https://statutes.capitol.texas.gov/Docs/PR/htm/PR.11.htm>

<https://statutes.capitol.texas.gov/Docs/CP/htm/CP.121.htm>

<https://statutes.capitol.texas.gov/Docs/PR/htm/PR.12.htm>