



THURSTON COUNTY
SINCE 1852

KIM WYMAN
AUDITOR

March 8, 2010

Dear Recording Customer:

This letter is to inform you of three upcoming changes in the way we record documents.

The first change will be with the way we record documents with multiple titles. Currently, we assign an Auditor's File Number (AF#) to each title listed on a document and print a separate label for each title to affix to each page of that document. Starting on March 22, 2010, we will change our process to assign just one AF# to a multiple titled document. The fees will remain the same. The document will receive only one AF# and one barcode label per page. The new process will allow us to continue to index each title separately. When you search for these documents in our recording system, you will find separate tabs for each title recorded when you click on a multiple titled document.

We will also have the ability to record documents electronically through e-Recording. Please contact me if you would like additional contact information for third party submitters. The third party vendor will discuss how e-Recording works and describe in detail the service they can provide for you if you decide to submit any documents electronically. Our service hours will not change with this additional option for recording. We will not be able to accept documents that require an excise clearance stamp through e-Recording. Those document types will need to continue to be processed manually through the Treasurer's Office, then delivered to our office. We are still in the early planning stages but I anticipate this process to happen quickly. We expect to begin accepting documents via e-Recording in early April.

Lastly, we will begin recording documents with a single barcode label on the first page of the document. We will not be labeling every page as in the past. On the first page label, you will see the total number of pages for the document submitted with no other information on the additional pages. If you view or print the document through our recording system, an electronic stamp will be included on all subsequent pages. If you have recorded a document or obtained copies of recorded documents from other counties in Washington State, you have likely seen first page barcode labeling. Our process should be very similar. We plan to implement first page barcode labeling the same day we go live with e-Recording in early April.

Thank you in advance for your patience as we work through these changes. We look forward to these new advances in technology that will make our office more efficient. I also value your input. Please do not hesitate to contact me if you have questions, concerns, or comments as we move forward. I can be reached by phone at (360) 754-4661 or by email at howellt@co.thurston.wa.us.

Sincerely,

Terra Howell
Licensing and Recording Manager