



Amy A Southwell  
Lincoln County Clerk  
225 W Olive Street, Ste #201  
Newport, Oregon 97365

**VOTE!**

County of Lincoln  
[www.co.lincoln.or.us/clerk](http://www.co.lincoln.or.us/clerk)  
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## RE-RECORDING REQUIREMENTS

### If using the original recorded document:

- You must add a cover sheet, which you can find on our website, to the beginning of the document clearly stating the reason for re-recording and the recording number of the original document.
- You must include all pages from the original recorded document (*which means using the page with the recording label*) and you MAY mark on the original deed to make any changes needed. (Example: Cross out Lot 6 and write Lot 7 above it).
- Page count for the recording fee includes the cover sheet.

### If using a certified copy of the original document:

- You must add a cover sheet, which you can find on our website, to the beginning of the document, clearly stating the reason for re-recording and the recording number of the original document.
- You MAY NOT remove pages from or mark on the certified copy. You MAY add pages, just make sure you mark on the added pages that they are the “corrected” pages.
- On the cover sheet, please explain in detail exactly what you are correcting and where the corrected information is located (Example: “Legal description is missing lot number, see Exhibit A for corrected legal description”).
- Page count includes cover sheet, certification on back side of last page of certified copy, and any other pages added to correct document.

### Please make checks payable to “Lincoln County Clerk” and mail to:

Lincoln County Clerk  
225 W Olive St. Room 201  
Newport, OR 97365

Please refer to **ORS 205.244 Rerecording of corrected instruments** for more information.