

Recording Notification Sign-up Instructions

- Please see the attachments on how to sign up for the notification with your Name, Trust, APN, and Business.
- Keep in mind that you must sign up the same way your document is indexed. Go to the **Recorder website** and view your document and how we indexed it.
- **Mirror** that when signing up for the recording notification service.

Recording Activity Notification Registration

Information

This free service is provided as a courtesy and Carson City makes no representation or warranty, express or implied, regarding the accuracy of any information. Your use of the service and reliance on any information is at your own risk. Carson City assumes no liability for loss or damage of any kind incurred as a result of the use of this service.

Select the type of name you would like to monitor

Personal Business

First Name

Last Name

ABC

Trust

Confirm First Name

Confirm Last Name

ABC

Trust

Email Address

Confirm Email Address

[Send Confirmation Email](#)

[Receive Email to Edit Recording Activity Notification](#)

AN EXACT NAME MATCH IS REQUIRED IN ORDER FOR THE PROGRAM TO NOTIFY YOU. YOU MAY PUT A NAME IN MORE THAN ONE WAY.

Recording Activity Notification Registration

1. Complete all information.
2. Click 'Send Confirmation Email'.

Recording Activity Notification Unregister

1. Enter the Email and Confirm Email.
2. Click 'Receive Email to Edit Recording Activity Notification'.

PLEASE NOTE: IT take a minimum of 2 days after a document is recorded and verified for the alert to notify you.

If submitting under Personal (names only): ENTER:

First name (in first name box)

Last name (last name box)

If using a middle name or initial:

EXAMPLE ONE: John J Smith

Enter John J in the FIRST NAME FIELD

Enter Smith in the LAST NAME FIELD

EXAMPLE TWO: John William Smith

Enter John William in the FIRST NAME FIELD

Enter Smith in the LAST NAME FIELD

If submitting your request under BUSINESS:

EXAMPLE: The LOFT

Enter LOFT in FIRST NAME FIELD

If Searching by APN use BUSINESS

EXAMPLE: APN 007 362 05

ENTER IT: APN 736205

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Select the type of name you would like to monitor

Personal Business

Business Name

XYZ Plumbing

Confirm Business Name

XYZ Plumbing

Email Address

Confirm Email Address

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Enter Smith in the LAST NAME FIELD

EXAMPLE TWO: John William Smith
Enter John William in the FIRST NAME FIELD
Enter Smith in the LAST NAME FIELD

If submitting your request under BUSINESS:
EXAMPLE: The LOFT
Enter LOFT in FIRST NAME FIELD

If Searching by APN use BUSINESS
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Select the type of name you would like to monitor

Personal Business

First Name

Mary

Last Name

Smith

Confirm First Name

Mary

Confirm Last Name

Smith

Email Address

Confirm Email Address

[Send Confirmation Email](#)

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EXAMPLE: The LOFT

Enter LOFT in FIRST NAME FIELD

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Select the type of name you would like to monitor

Personal Business

Business Name

APN 736205

Confirm Business Name

APN 736205

Email Address

Confirm Email Address

Send Confirmation Email

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Enter Smith in the LAST NAME FIELD

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Enter John William in the FIRST NAME FIELD
Enter Smith in the LAST NAME FIELD

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EXAMPLE: The LOFT
Enter LOFT in FIRST NAME FIELD

If Searching by APN use BUSINESS
EXAMPLE: APN 007 362 05
ENTER IT: APN 736205

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Select the type of name you would like to monitor

Personal Business

First Name

Last Name

Joe Trust

Smith

Confirm First Name

Confirm Last Name

Joe Trust

Smith

Email Address

Confirm Email Address

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Enter LOFT in FIRST NAME FIELD

If Searching by APN use BUSINESS
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ENTER IT: APN 736205

**Ex: How to enter the Trust name.
If this is your Trust name see above on how it is entered.
The Joe Smith Revocable Living 2015 Trust**

