

How to sign up for the Recording Notification Service

You must have:

- Internet access (home PC, smartphone, public access, etc.)
 - Email address (this is the only way to receive a notification. You will receive a confirmation email. If you do not receive one, please check your junk folder.)
 - The format in which your name or Assessor's Parcel Number is indexed **with the Recorder's Office**
1. Go to: www.carsoncity.gov/notification
 2. Select this icon:



3. In the Registration screen select whether you are signing up to be notified about a personal or business name. (If you are signing up to be notified when something is recorded under your **APN**, select **Business**.)
4. Enter the name or APN you wish to monitor and the email address where you would like to be notified. **You MUST use the same format the Recorder's Office uses, which may be different from the one used by the Assessor.** If you are unsure how you are indexed with the Recorder, you can search for recordings under your name/APN at www.carsoncity.gov/recorder and note how your name appears (including any middle names or initials, suffixes, etc.). Sign up for the notification exactly as shown. (Ex: If you are indexed as "Jones, John F" and you wish to be notified if anything is recorded using your name, then you will sign up for notifications as "John F" in the first name field and "Jones" in the last name field.)

IF YOUR PROPERTY IS HELD IN A TRUST, IT IS IMPERATIVE THAT YOU SIGN UP UNDER THE TRUST NAME AS INDEXED IN THE RECORDER'S WEBSITE. FOLLOW THE SEARCH INSTRUCTIONS ON THE RECORDER'S WEBSITE TO VERIFY HOW THE TRUST NAME IS INDEXED.

For notifications by **APN**, use the Recorder's Format:

Assessor:

APN 001-234-56

Recorder:

APN 123456

****If you do not sign up exactly as you are indexed, you will not be notified.****

Please be aware that the Recorder's Office staff is unable to verify for you how you are indexed. Please do your due diligence to ensure you are signing up properly. The Recorder's Office staff cannot register you on your behalf.

This service does not prevent documents from being recorded against your property; it only notifies you when recordings occur. If you suspect an illegitimate or fraudulent recording, we recommend contacting legal counsel.

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 have to sign up the same way your document is indexed. Go to the **Recorder website**, view your document, see how we indexed it and sign up the exact same way.
- **Please note that if you change your email you will have to sign up again.**

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: Joe Trust
Last Name: Smith

Confirm First Name: Joe Trust
Confirm Last Name: Smith

Email Address: [Empty]

Confirm Email Address: [Empty]

[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

**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**



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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

EXAMPLE: APN 007 362 05

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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

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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

Receive Email to Edit Recording Activity Notification

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