

Recording Requirements

Effective September 3, 2025:

Only the newly-revised real estate transfer statement form 521 will be accepted (per the Nebraska Department of Revenue). The new version is available [here](#) in PDF format for your convenience.

Effective Immediately:

LB 254 – Provide new requirements for instruments recorded in the Office of Register of Deeds. Note: LB 254 was effective Aug. 27, 2011.

Recording space requirements: 3" x 8 1/2" across the top of page 1

- Shall contain a **blank space at the top of the first page that is at least 3 inches** in depth
- **"No attachment** or affirmation shall be used in any way to cover any information of printed material on the instrument."
- Every instrument presented for recording shall have on the first page, **below the 3-inch margin, a return address and the title of the document.**

Margin requirements: **1" on both vertical sides, and 1" on the bottom.** This applies throughout the document.

Instrument requirements:

- At least 8 ½" x 11", and no larger than 8 ½" x 14"
- Shall be printed, typewritten or computer-generated in black ink
- White paper, of not less than 20 lb. weight
- Each signature on an instrument shall be in black or dark blue ink.
- **Names of each party shall be typed, printed, or stamped beneath the original signature.**
- Stamps shall not cover or interfere with any part of the instrument.
- Font size at least 8 point.

Exceptions to the rule:

- Instruments signed before the effective date of this bill (Aug. 27, 2011)
- Instruments executed outside of the U.S.
- Certified copies from governmental agencies (death certificates)
- At the time of recording, instruments signed by a person who is now incapacitated or deceased
- Instruments formatted to meet court requirements
- State and federal tax liens
- UCC instruments
- Plats, surveys, etc.

The Register of Deeds Office is a recording office only. We cannot complete documents for customers. We cannot answer questions regarding legal matters. If you have such questions, please contact a real estate attorney or title company for assistance. Thank you