

**Effective January 1, 2020**

**This is the Template for the 1<sup>st</sup> page of document**

**Page 2 and all succeeding pages of a document**

**Submitted for recording**

**must fit within 1 inch margin borders**

**(Reference NRS 247.110)**

3. Except as otherwise provided in this section and NRS 111.366 to 111.3697, inclusive, a document, except a map, certificate or affidavit of death, military discharge or document regarding taxes that is issued by the Internal Revenue Service of the United States Department of the Treasury, that is submitted for recording must be on a form authorized by NRS 104.9521 for the type of filing or, except as otherwise provided in subsection 5, must:

- (a) Be on white, 20-pound paper that is 8 1/2 inches by 11 inches in size.
- (b) Have a margin of 1 inch on the left and right sides and at the bottom of each page.
- (c) Have a space of 3 inches by 3 inches at the upper right corner of the first page and have a margin of 1 inch at the top of each succeeding page.
- (d) Not be on sheets of paper that are bound together at the side, top or bottom.
- (e) Not contain printed material on more than one side of each page.
- (f) Not have any documents or other materials physically attached to the paper.
- (g) Not contain:
  - (1) Colored markings to highlight text or any other part of the document;
  - (2) A stamp or seal that overlaps with text or a signature on the document, except in the case of a validated stamp or seal of a professional engineer or land surveyor who is licensed pursuant to chapter 625 of NRS;
  - (3) Text that is smaller than a 10-point Times New Roman font and is printed in any ink other than black; or
  - (4) More than nine lines of text per vertical inch.

4. The provisions of subsection 3 do not apply to a document submitted for recording that has been filed with a court and which conforms to the formatting requirements established by the court.

5. A county recorder has the discretion to accept and record a document that does not meet the formatting requirements set forth in paragraphs (a) to (g), inclusive, of subsection 3.