



DICKINSON COUNTY REGISTER OF DEEDS

PROPERTY ACTIVITY ALERT SUBSCRIPTION FAQ.

Frequently Asked Questions

What is the Property Activity Alert Subscription?

The Property Activity Alert Subscription is a notification service that notifies subscribers by e-mail each time that a deed or mortgage is recorded with their name on it in the Dickinson County Register of Deeds Office.

How do I sign up for this service?

Complete and return a registration form to the Dickinson County Register of Deeds office.

How much does it cost to subscribe?

There is **no fee** to use this service. It is provided free of charge.

How many registrations can I submit?

You may submit as many registration forms for name, businesses, and /or email addresses as needed.

What type of information is needed to sign up?

Your name and /or business name and a valid email address are required to register

How should I enter my name?

For best results, please enter your name as it may appear on various recorded documents (John Doe, John J Doe, John James Doe) etc. For Women, if you acquired land under a maiden name, or previous name, please make sure to enter all variations of names.

How should I enter my first name?

If you have a first name that can be spelled several ways, or that is easily misspelled, you may wish to only use the first letter of your first name so as to reduce the likelihood of a missed notification.

What if my last name has a space between two names?

In this case, you may wish to submit two forms – one that has the space and one that omits it. For example, you may wish to register as Van Cleave and VanCleave.

My name is common-will I receive notifications that do not pertain to me?

Yes, it is possible. You can always ask the Dickinson County Register of Deeds to review the document for which you received a notification to determine if it applies to you.

How should I enter my business's name?

Enter your business's name on the second line of the registration form and do not enter anything on the line for First Name or First Initial. If your business starts with the word "The." Omit it.

What if I have changes to my registration form or want to cancel my registration?

Call the Dickinson County Register of Deeds Office.

Will this cover property I own in other counties?

NO, this service is only for properties located in Dickinson County.

I believe I have been the victim of fraud. What should I do?

Report the fraudulent activity right away to the Dickinson County Sheriffs Office.



RECORDING NOTIFICATION SYSTEM SUBSCRIPTION

DICKINSON COUNTY KANSAS REGISTER OF DEEDS

This form will allow you to receive an email message whenever a Document is recorded using your name.
You must provide an active valid email address in order for you to receive this notice.

This form is for ONE individual ONLY, *(you must use a separate form for another name or individual.)*

FIRST NAME _____

MIDDLE NAME _____

LAST NAME _____

BUSINESS NAME
(OPTIONAL) _____

EMAIL ADDRESS _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE NUMBER _____ / _____
Home Cell

DISCLAIMER:

Dickinson County, the Dickinson County Register of Deeds, and the officers and employees of Dickinson County assume no liability for failure to provide requested notice of recorded documents, nor do they assume any liability for any information contained and provided herein. The Dickinson County Register of Deeds, its officers and employees, assume no liability for fulfilling their legal duty to record documents, even if those documents are in some instances later determined to be erroneous, fraudulent, or invalid.

By completing and submitting this registration form, you acknowledge that you have read the above the foregoing disclaimer and agree with the same.

Date _____
Month/Day/Year

Signature _____

Printed Name _____