

# Recording a Document Checklist

## CONTACT INFO

[Online](#)

### Business Hours

M-F 8AM-4:30PM

*Providing essential services  
to the people of Kitsap  
County with  
quality,  
accountably,  
and accessibility.*

KITSAP COUNTY  
AUDITOR  
RECORDING DIVISION

614 Division St. MS-31  
Port Orchard WA 98366-4687

Phone: 360-337-7129  
Fax: 360-337-4645  
Email: [auditor@co.kitsap.wa.us](mailto:auditor@co.kitsap.wa.us)  
[Kitsapgov.com/auditor](http://Kitsapgov.com/auditor)

## RECORDING DOCUMENTS

- Ensure that your document meets [recording requirements](#) as listed on [kitsapgov.com/auditor](http://kitsapgov.com/auditor).
- Review the [fee schedule](#) as listed on [kitsapgov.com/auditor](http://kitsapgov.com/auditor) to submit the correct payment.
- Documents related to property may require an excise stamp before recording. Please check with the [Treasurer's Office](#) for their requirements.
- Submit your document and a check or money order payable to **Kitsap County Auditor**.
- Receive your recorded document in the mail.

## SUBMISSION METHODS

- Mail to **Kitsap County Auditor, Attn: Recording, 614 Division Street MS-31, Port Orchard, WA 98366.**

## REMINDERS

- ✓ *For immediate assistance, you can come in-person to the office.*
- ✓ Recorded original documents are mailed to the return address listed in the upper left corner of the document through standard USPS unless a pre-paid envelope is provided.
- ✓ Include the cover page when calculating the fee.
- ✓ **DON'T GET REJECTED!** Documents must meet the recording requirements and have the correct recording fee.
- ✓ Recorded documents are immediately available in [document search](#).
- ✓ Documents are recorded within 5 business days of receipt and mailed back the next day. *We may experience longer turnaround times with limited staff.*
- ✓

