

Recording a Document Checklist

CONTACT INFO [Online](#)

Business Hours

M-Th 9AM-4:30PM
Fri 9AM-12PM

*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 98336-4687

Phone: 360-337-7129
Fax: 360-337-4645
Email: auditor@co.kitsap.wa.us
Kitsapgov.com/auditor

RECORDING DOCUMENTS

- Ensure that your document meets [recording requirements](#) as listed on kitsapgov.com/auditor.
- Review the [fee schedule](#) as listed on 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.**
-  A drop box is located just outside of the main lobby doors of the Administration Building at 619 Division Street, Port Orchard, WA. Label your envelope **Kitsap County Recording**.

REMINDERS

- ✓ 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.
- ✓ We recommend submitting time sensitive requests via drop box.
- ✓ 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.*

