

UNIFORM PARCEL IDENTIFIER CERTIFICATION PROCESS

Definitions:

- UPI: Uniform Parcel Identifier as defined by Act 1988-1 and adopted by Dauphin County Ordinance Number 3-2008
- PIN: Property Identification Number
- OTA: Dauphin County Office of Tax Assessment
- ROD: Dauphin County Recorder of Deeds
- Transaction Number: an electronic tracking number initially issued to a document prior to recording...for tracking purposes through the data system
- Instrument Number: the permanent number issued to any document when recorded
- Fee: a \$10 fee will be collected by the ROD for every certified UPI. This fee is in addition to any and all other fees associated with document recording.

Documents subject to UPI Certification – all Real Estate Related Documents; i.e...

- Deeds
- Plats/Plans
- Mortgages & all mortgage related documents, including satisfaction piece
- Sales/Agreements of Sale
- Installment Purchase Agreements
- Condominium Declarations
- Real estate related covenants
- Easements
- Right-of-way agreement
- Adverse possession documents; i.e. highway taking documents
- Foreclosure documents
- Survey
- Sheriff & Tax Sale Deeds
- Memorandum of Lease

Note: The above is intended to list examples of real estate related documents. This is not a comprehensive list of all documents subject to UPI Certification.

Walk-In Certification Procedure

- Original document is presented to the OTA – UPI staff for certification
- OTA will review the document for UPI Certification by the following criteria...
 - UPI / PIN number included on first page of document
 - Grantor matches OTA data
 - Legal description matches OTA – Mapping data
 - Acreage, if provided, matches the OTA – Mapping data
 - Document includes site address

- Site address matches OTA data
 - Document includes mailing address
- Following review and acceptance, OTA will acknowledge approval by marking the first page of document with an approval stamp, including the date, number of UPI's certified, and staff initials.
- Should the document not be approved, the presenting party will either be given the opportunity to correct the deficiencies or given the original document and UPI Rejection Notice indicating the reasons for rejection.
 - Upon correction of the reasons for rejection, the document shall be resubmitted to either the ROD via mail or to the OTA in person.
- After acknowledging approval, the document will be returned to the presenting party for delivery to the ROD office for recording. OTA accepts no fees...all fees are collected by the ROD.
- ROD will review the document for elements necessary for recording
- If the document is found to have all of the necessary elements for recording, and UPI certified by OTA, ROD will record the document and return the recorded instrument and instrument recording page to the directed party.
- For documents presented via walk-in to the OTA, depending on volume, it is anticipated that the majority of documents will be reviewed immediately and after certification returned to the customer for delivery to the ROD for recording.
- The OTA will ONLY receive documents for immediate review and certification...OTA will not accept documents being dropped off for certification and recording. These shall be delivered to the ROD Office and will be considered as mail (see procedure below).

Subdivision Plan Certification

- All **final** approved subdivision plans submitted for Recording must first have a UPI number(s) issued and included for each parcel of real estate affected by the final approved plan.
- Each new lot/parcel included on the plan shall be issued a UPI/PIN prior to certification; ROD recording follows certification.
- The \$10 fee will be due for each parcel/lot on the approved plan or approved phase.
- To avoid initial rejection, it is strongly suggested that prior to presenting the plan for certification and recording, the Tax Mapping Department be contacted in order that UPI/PIN numbers be issued and included on the plan prior to delivery to the OTA – UPI staff for certification. ROD will NOT record plans without UPI certification.
 - Note: The newly created lots will not be assessed for tax purposes until the first out-sale occurs; however, UPI/PIN's will be issued and reserved for activation of the plan.
- Following review and acceptance, OTA will acknowledge certification by stamping the first page of document with approval, date, and initials of reviewer. For fee computation purposes by the ROD, the stamp will include the number of UPI's approved.
- The OTA – UPI staff will review plans within 1 day of presentation for UPI certification. In order for a 1-day turnaround to occur, submitted plans shall include UPI/PIN's.
- Upon certification, the submitter will be contacted by the OTA to pick-up the UPI certified plan for delivery to the ROD Office along with the appropriate filing fees.

Mail-In Documents

- Document received USPS mail or via courier will be processed by the ROD office.
- Upon receipt, the ROD will scan the document (creating an electronic image), issue a transaction number, and electronically transmit the document to the OTA for certification.
- OTA will review the document for UPI Certification by the following criteria...
 - UPI / PIN number included on first page of document
 - Grantor matches OTA data
 - Legal description matches OTA – Mapping data
 - Acreage, if provided, matches the OTA – Mapping data
 - Document includes site address
 - Site address matches OTA data
 - Document includes mailing address
- If acceptable, the OTA will affix an electronic stamp to the document signifying certification of the UPI, including the number of UPI's certified, the date, and staff initials. This electronic stamp will appear on the Certified End Page as provided by the ROD.
 - If unacceptable for any of the above reasons, the OTA will attach to the document an electronic UPI Rejection Notice.
- OTA will electronically return the document with either the electronic certification stamp or a UPI Rejection Notice to the ROD office for review
- ROD will review the document for elements required for recording
- If the document is found to have all of the necessary elements for recording, and UPI certified by OTA, ROD will record the document and return the recorded instrument and instrument Certified End Page with instrument number to the directed party.
 - If the document is found deficient in any manner by OTA or ROD, ROD will return the **UNRECORDED** original document along with the OTA Rejection Notice and/or the ROD Rejection Notice by mail for corrective action and resubmission.