

Process for submitting Deeds for UPI approval

HAND DELIVERY PROCESS:

Bring your original deed(s) along with \$10 per deed, to be approved, to the UPI office. Once the Coordinator has reviewed your deed and confirmed the correctness of the description, the appropriate stamp will be applied to your original deed(s). The UPI Coordinator will contact you to pick up your deed(s).

Please note that at busy times or with complicated descriptions, it may be a 24 hour turn around period.

EMAIL and FAX PROCESS:

It is always best to fax or email a copy of your deed for approval to:

bquick@clearfieldco.org

OR

Fax: (814) 765-7652

Once approved, the UPI Coordinator will send you confirmation by email or fax the UPI number(s) and fee(s) due. You will then need to deliver your ORIGINAL deed(s) with the appropriate fee(s) to the UPI Department. The **check is to be made payable to: Clearfield County Assessment Office**. The UPI Coordinator will affix the original stamp to each deed(s) and collect the fee(s).

You will then need to deliver the original Deed(s) to the Register and Recorder's office for recording. Please note that you will need a separate check for the recording fees.

U.S. MAIL PROCESS:

Mail your Deed(s) to:

Clearfield County Assessment Office
Attn: Brenda Quick
230 East Market Street, Ste. 117
Clearfield, PA 16830

You must include at \$10 fee for each UPI stamp requested as well as a return envelope with appropriate postage. Once the UPI stamp is affixed to the original deed, all documentation along with a receipt will be sent to you in the envelope provided. If you do not include an envelope, we will NOT return the deed(s).

Please feel free to call (814) 765-2641 ext. 2042 with any questions.