

# Frequently Asked Questions in the Henrico Record Room

**LAWS ARE SUBJECT TO CHANGE ANNUALLY. IT IS YOUR RESPONSIBILITY TO DETERMINE IF AMENDMENTS HAVE BEEN MADE TO ANY STATUTES REFERENCED IN THIS GUIDE FROM THE DATE OF ITS LAST REVISION.**

1. What are your hours of operation?

The Henrico Record Room is open Monday through Friday from 8:00 am to 4:00 pm and is closed on all major holidays. Documents are accepted for recording until 3:30 pm all documents placed on the counter by 3:30 pm will be recorded the same day.

2. Where are you located?

The Land Records Division is on the 2<sup>nd</sup> Floor of the Henrico County Courthouse at 4301 E. Parham Road, Room 230, Richmond, Virginia 23228. Our telephone number is 804-501-4249.

3. What time do you stop accepting documents for recording?

Documents are accepted for recording until 3:30 pm. All documents placed on the counter by 3:30 pm will be recorded the same day.

4. How do I obtain the deed book and page number for a document recorded in the Land Records Division?

You may obtain the deed book and page number by searching for the document on one of the public computers in the Land Record Room or through a subscription. Subscribers to our Secure Remote Access are able to make non-certified copies from their own computer. Please note that the Land Records staff is not allowed to perform research. Clerks are available for assistance, but they cannot perform the research.

For subscribing information, please visit our website at:

<http://henrico.us/clerk/landrecords/>

5. My home was recently paid off. Will I receive my original deed in the mail?

No. The original deed was sent to you after it was recorded when you purchased your home. Once your home mortgage is paid off, the lender will record a Certificate of Satisfaction. This document indicates that you have paid off your mortgage. The lender decides if the original Certificate of Satisfaction is sent to you or returned to them. If you would like a copy of your Certificate of Satisfaction, please send in a written request or visit the Record Room in person.

The fee for ordering copies are: \$.50 per page and \$2.00 per certification.

6. Do I need to prepare and attach a coversheet with each document?

Yes, each document must have a properly prepared coversheet. The coversheet is available at: [http://webdev.courts.state.va.us/cgi-bin/DJIT/ef\\_djs\\_ccdeed\\_calc.cgi](http://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccdeed_calc.cgi)

7. What forms of payment are accepted?

Cash or check. All checks must be payable to the Clerk of the Court.

8. How do I obtain a copy of my deed?

If you know the deed book and page number, you may request a copy of that document via mail. Send your written request to:

Henrico Circuit Court  
P.O. Box 90775  
Henrico, Virginia 23273  
Attention: Record Room

Include a self-addressed stamped envelope of sufficient size with your request for return of the documents, along with a check made payable to the Clerk of the Court.

The fees for ordering copies are \$.50 per page and \$2.00 per certification.

If you do not know the deed book and page number, please see visit <http://henrico.us/finance/disclaimer> to obtain this information prior to sending your written request.

9. When will I receive my original document after recording?

In approximately three (3) to five (5) business days from the date of recording.

10. What should I do when my deed has been recorded but a page is missing?

You will need to re-record your deed with the missing page attached. On the first page of the deed write the reason why your deed needs to be re-recorded. You will need a new coversheet, which should be placed on top of the old coversheet.

11. My spouse just passed away. Is it necessary to remove his/her name from our deed? If so, how?

You should consult with an attorney. The Clerk's Office is prohibited by law from giving legal advice. The attorney can determine what action you may need to take.

12. What do I do when the names of the borrowers on a recorded deed of trust are incorrect?

You will need to re-record the deed of trust with the correct spelling of the borrower's name(s). State the reason the deed of trust is being re-recorded on the first page. The document must be re-acknowledged. You will need to attach a new coversheet indicating it is a trust correction. The new coversheet should be placed on top of the original coversheet.

13. How do I add, change or remove a name from a deed?

You may need to prepare a new deed and record it in the appropriate county. You should consult with an attorney.

14. Can I prepare a deed without an attorney?

Yes, but note the Record Room does not have or provide any deed forms. We encourage you to consult with an attorney.

15. Where can I find the legal description to my house?

The legal description is located on your deed, deed of trust or current tax bill.

16. Where can I find a foreclosure listing?

You can find foreclosure listings in local newspapers, under Trustee's Sales. The Clerk's Office does not have a list of foreclosure listings.

17. How can I find the list of foreclosure auctions at the Courthouse?

The Henrico Circuit Court Clerk's Office does **NOT** handle foreclosure auctions. The information on any foreclosed property within Henrico County can only be obtained

through local newspapers. The newspaper will provide the location, time and contact information for each property that will be held for auction at the Courthouse.

18. Can I request recording information over the telephone?

No. The Clerk's Office is **NOT** permitted to conduct research or provide recording information over the phone.

19. How do I obtain my property's parcel identification number?

The information is available at <http://www.henrico.finance>. Follow the instruction to find your property. The parcel identification number (also known as the tax map number) will be included in the information. If you don't have internet access, you can call the Department of Taxation at 804-501-5580

20. How do I find out if there is a lien against my property?

Contact a title company or visit the Record Room.

21. Which plats are kept in the Record Room?

Only subdivision plats and state highway plats are kept in the Record Room.

22. How do I verify that a tax lien has been satisfied?

Call the Henrico Circuit Court Judgment Desk at 804-501-4246.

23. How do I obtain a copy of my marriage license?

Submit a written request listing both spouses' names and wedding date. Send your written request to:

Henrico Circuit Court  
P.O. Box 90775  
Henrico, Virginia 23273  
Attention: Record Room

Include a self-addressed stamped envelope of sufficient size with your request for return of the documents, along with a check made payable to the Clerk of the Court. The fee is \$2.50 for a certified copy.

**\*\*Please note marriage licenses issued between July 1, 1997 and June 30, 2001**  
Virginia law requires that the Clerk's Office obtain written permission from the bride or groom before providing a copy to any party\*\*\*

24. How do I record a Will?

Contact the Henrico Circuit Court Probate Division at 804-501-4316 or 804-501-4763.

25. Where do I record a List of Heirs Affidavits?

This document must be received and paid for through the Henrico Circuit Court Probate Section.

26. Where do I record a Real Estate Affidavit?

This document must be received and paid for through the Henrico Circuit Court Probate Section.

27. How do I obtain and file a mechanic's lien?

We would encourage you to seek the advice of an attorney to assist you with this process. Certain mechanic' lien forms are available at: [www.courts.state.va.us](http://www.courts.state.va.us).

28. What is the time frame for filing a mechanic's lien?

You will need to contact an attorney or visit the Henrico Circuit Court Law Library to research this issue. The Clerk's Office is prohibited by law from giving legal advice.

29. How can I obtain a copy of my divorce decree?

Contact Henrico Circuit Court Civil Division at 804-501-4201.

30. What is the fee to docket a judgment?

\$10.00

31. What is the fee to release a judgment?

No fee.