

Kay T. Olson  
Grundy County Clerk & Recorder

GUIDLINES FOR **RE-RECORDING** A DOCUMENT

- Must be an original or certified copy
- Do not remove any pages
- Use a cover sheet for the new recording information
- Do not use white-out
- Cross or line out the incorrect wording (must be able to still read it)
- You may add pages if needed
- If there is not enough room to make corrections in the same area, use an asterisk (\*) to indicate where the corrections are to be inserted
- If the entire legal description is incorrect, put one large 'X' through it and add an additional page
- Write a statement as to why the document is being corrected