

HOW TO VIEW RECORDED DOCUMENTS ONLINE

www.pinalcountyz.gov

1. Use the link above to navigate to the Pinal County home page.
2. Under the menu on the right side, click the link for 'Recorded Documents'.
 - There are seven search criteria categories to assist your search.
3. Choose **one** search criteria category to enter your data.
4. Enter any known data you have into the fields of your chosen category.
 - Some of the search criteria have a **(more info)** link that explains the category and may help you decide which search to use.
5. Click the 'Go' button.
6. On the next screen, a list of results will display (*if no results are found, click the 'Search Criteria' bar above to go back*).
7. To open a document, click on the **Fee Number** located in the first column.
8. On the next screen, click the green 'View PDF Document' button. The document will open so that you can view, print, or save it (*online documents are marked as 'Unofficial'. If you need an official or certified copy, please contact our office for assistance*).
9. To return to the results list, close the PDF and click the 'Search Results' bar above.

Important Notes:

- Images may take up to 72 hours to upload to the website after a document is recorded. A document may not be visible if it contains sensitive information or was recorded prior to 1998. If that is the case, please contact our office for assistance.
- For information regarding document types and a list of captions, please refer to the following link: <http://pinalcountyz.gov/Recorder/Pages/DocumentTypes.aspx>
- A document that is correcting or modifying a previously recorded document will be entered with the original caption, plus a letter after it:
 - T – termination, release, satisfaction, or reconveyance
 - P – partial release
 - C – correction, amendment, renewal, or modification
 - A – assignment

*If you need additional information, please contact the
Recorder's Office customer service desk at (520) 866-6830.*