

HOW TO VIEW RECORDED DOCUMENTS ONLINE

www.pinalcountyz.gov

Click on “Recorded Documents” located on the left side of the 1ST screen on the county website. This will take you to the Document Search Screen.

On that screen, enter the search criteria you wish to use in one of the search box options followed by clicking on the “GO” button.

The most frequently recorded documents are identified by the caption or title of: DEED, LIEN and DEED OF TRUST. A “T” after a LIEN, DEED OF TRUST, or JUDGMENT indicates the indebtedness is no longer owed. The document entitled SALE is for the notification document for an auction of a property being foreclosed upon. A “T” after “SALE” indicates that recorded “SALE” document is canceled.

A list of documents will appear; click on the document’s recorded identification number known as a “fee number” (blue numbers on left side of search results information).

From that next screen you can click on “View PDF Document” on the right side of the screen. This should provide you with a copy of the document you are seeking.

If the image is not there and was just recorded, it may not have been released to the website. That takes approximately 24 hours after it is recorded. If the document was recorded prior to that window of time and is not visible, it may be a document that could contain sensitive information. If that is the case, you will have to visit a recorder’s office to determine if the document copy can be viewed in that manner.

If you would like more information call 520-866-6830; the Recorder’s Office Customer Service Desk.