



ARAPAHOE COUNTY
COLORADO'S FIRST

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News Release

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Clerk and Recorder launches new recording system

Littleton, Colo. – The Arapahoe County Clerk and Recorder's Office has switched to a new computer system for recording, indexing and searching public records, such as real estate deeds and liens, land records, marriage and civil union licenses, and military discharges.

The Recording Division has adopted the CountyFusion electronic recording system, where staff will record public documents, and citizens may search for and purchase copies of records. It replaces an eight-year old system that no longer met the County's needs, and provides a more modern and efficient interface. More than 90 counties in the United States use the same system, including six in Colorado.

Arapahoe County leased the system from Kofile Technologies at a cost of \$1 per document recorded for five years, so there was no up-front impact to the County's operating budget. For reference, the Recording Division recorded nearly 147,000 documents in 2017.

"Arapahoe County used our previous recording system for a decade, and we are excited to introduce a more current technology solution," said Clerk and Recorder Matt Crane. "The new system will automate many tasks that used to be done manually, saving time and taxpayer resources. It also creates innovative reports so we can better track trends and address staffing or training needs."

Citizens can access the new system at www.arapahoegov.com/documentsearch to:

- **Search Online for Recorded Documents:** Search online for documents recorded by Arapahoe County since Feb. 1, 1996. You may purchase copies of any record using a credit or debit card. Then you can print or save non-certified copies, or request a certified copy by mail. The cost is \$0.25 per page, plus a credit card transaction fee of \$2. Certified copies cost an additional \$1 per document. (Note: Older documents recorded between 1880 and Jan. 1996 are available in hard copy for review at the Arapahoe County Administration Building, 5334 S. Prince Street, Littleton.)
- **Apply for a Marriage or Civil Union License:** Complete the online application for a marriage license or civil union. Then visit any Arapahoe County Clerk and Recorder branch office to pick up the license/certificate in advance of your ceremony, and return it afterwards for recording.
- **Sign Up for FraudSleuth Alerts:** Subscribe for free e-mail alerts whenever a document is recorded in your name, such as liens on your home. If you were previously subscribed for Document Fraud Alerts, you will need to re-subscribe in the new system.

If you need to record a document, please visit the Recording Division in-person at the County Administration Building, Monday-Friday, 7 a.m. – 4 p.m., excluding holidays.

In order to increase online access to additional historical records, the Clerk and Recorder's Office will begin a project this year to scan additional records from the 1880s and preserve the most fragile record books in its archives.

For more information about recording services in Arapahoe County, please call 303-794-4520 or visit www.arapahoegov.com/clerk.

Please note that Arapahoe County does *not* record or provide copies of court or vital statistics records. For birth or death records, please contact [Tri-County Health Department](#) at 303-220-9200. For divorce or court records, please contact the [Colorado Judicial Branch](#) at 303-649-6355.

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