

Lehigh County Clerk of Judicial Records

Recorder of Deeds Division

(610)782-3162

Andrea E. Naugle

**Lehigh County Government Center
17 S. Seventh Street – Room 350
Allentown PA 18101-2400**

**Deborah A. Casciotti
Chief Deputy**

NEW RECORDING REQUIREMENTS AND NEW FEE NOTICE

UNIFORM PARCEL IDENTIFIER ORDINANCE ADOPTED

Effective January 4, 2010, a Uniform Parcel Identifier System will be implemented in Lehigh County. A Uniform Parcel Identification Number (PIN) will be required on each deed, mortgage, satisfaction, release, lease, subdivision plan, adjudication, and other documents.

The PIN must be certified by the Lehigh County GIS Bureau prior to recording by the Recorder of Deeds Division. Documents will be deemed unacceptable for recording without the proper certification stamp from the GIS Bureau.

An additional recording fee of Ten (\$10.00) Dollars, known as the UPI Fee, will be collected by the Recorder of Deeds Division for every certified PIN.

The Uniform Parcel Identifier System was established by Lehigh County Ordinance 2009-108, and adopted by the Board of Commissioners upon the request of the Clerk of Judicial Records as defined by Act 1988-1. See the Lehigh County website, www.lehighcounty.org, under Elected Officials, Clerk of Judicial Records, Recorder of Deeds Division, for additional information.