



OFFICE OF RECORDER OF DEEDS

Dear Constituents:

The Recorders' of New Castle, Kent and Sussex Counties worked with legislators to amend Chapter 96, Title 9 of the Delaware Code by adding a new section “§9627” which will now enable you to redact most personal identifiable information from documents previously recorded in our offices at no cost. The amended legislation (House Bill No. 174) was passed by Governor Jack Markell and took effect July 1, 2009.

Personal identifiable information includes: bank and credit card information, partial social security numbers, official State or government issued driver's license or identification numbers, alien registration numbers, government passport numbers and employer or taxpayer identification numbers.

A person requesting redaction must provide information sufficient to enable the Recorders to identify the document(s) to be redacted and verify that the requesting party or parties are the same person or persons named on the previously recorded instrument.

Should you wish to have any of the information previously mentioned redacted from any of your documents, please complete and submit the following form to your respective recorder's office for completion.

Should you have any questions, please feel free to contact the recorder's office in your county at one of the following numbers:

New Castle County - (302) 395-7700
Kent County - (302) 744-2314
Sussex County - (302) 855-7785

Authorization to redact personal information:

I, the undersigned, request that the Recorder of Deeds of Sussex County, DE redact my personal information from the image of an official record placed on the Recorder of Deeds Imaging Retrieval System which is available to the general public both via the internet and the Recorder of Deeds Library.

Signature _____ Date _____

Print Name: _____

Address: _____

Phone Number: (_____) _____ - _____

Email Address: _____

***The Recorder of Deeds of Sussex County shall have no liability for failure to redact sensitive identifiable information.**

For Internal Use Only:

Redacted by: _____ Date: _____