



Document Bulletin for Henrico County, VA

Henrico County, VA is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- Provide margins that are a minimum of 1-inch on the top, left, and bottom of all pages. On the right side of all pages, the margin can be at least ½ an inch.
- Letter sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 8:00 am and 3:30 pm EST.
- Images must be submitted at 300dpi.
- Deeds and other conveyance documents are not accepted for eRecording at this time.
- Henrico requires a submitter MOU prior to eRecording in the county. See the CSC quickstart site for instructions:
<https://www.erecording.com/Submitter/quickstart.aspx>

Document Types	Required Indexed Fields
Assignments Partial Releases Releases Substitute Trustee	All Doc types Require: Grantor/Grantee Requesting Party/Address Original Parcel ID