



**EVIE RAFALKO McNULTY**  
**LACKAWANNA COUNTY RECORDER OF DEEDS**  
200 North Washington Avenue  
Scranton, Pennsylvania 18503  
(570) 963-6775  
[mcnulty@lackawannacounty.org](mailto:mcnulty@lackawannacounty.org)

## **ATTENTION**

By ordinance #125 enacted December 19, 2000, the Board of Commissioners of Lackawanna County upon my request established a Uniform Parcel Identifier System to become effective April 1, 2001.

The ordinance requires the Lackawanna County Assessment Office to assign a Uniform Parcel Identification Number, hereinafter referred to as a PIN, to each parcel of real estate recorded in Lackawanna County. The PIN certification will be required on all transactions such as deeds, mortgages, satisfactions, releases and other documents prior to recording by the Recorder of Deeds. Documents will be deemed unacceptable for recording without the proper certification stamp and seal of the Lackawanna County Assessment Office.

This new ordinance requires amendments to the fee resolution. The fee for each PIN certification shall be \$10.00. If a document contains multiple parcels and the same owner, the cost shall be \$10.00 for the first PIN certification and \$2.00 for each additional PIN certification. If a document contains multiple parcels with different owners, the cost for each PIN certification shall be \$10.00 per PIN certified.

If one or more documents are presented for certification at the same time and contain the same PIN, the cost shall be \$10.00 for the first PIN certification with each additional parcel in the one document or accompanying documents costing \$2.00 for each PIN certification. (Example: Deed = \$10.00; each document accompanying that deed, such as a mortgage the fee shall be \$2.00 for each additional document). A deed containing several parcels will cost \$10.00 for a PIN certification for the first parcel and \$2.00 for each additional parcel certified.

When a transaction requires the filing of additional documents provided such documents are presented for PIN certification within six (6) weeks of the original PIN Certification, the cost per certification if it is the same PIN certified previously, shall be \$2.00 per PIN certification (i.e. deed of correction, re-recording etc.)

The fee for the PIN certification should be included in fees that are presented for recording in the Lackawanna County Recorder of Deeds office. Documents sent through the mail or overnight delivery to the Recorder of Deeds office will be forwarded to the Tax Assessment Office for PIN certification. If the proper recording fees are not included the document will be returned to the sender.