



EVIE RAFALKO McNULTY
LACKAWANNA COUNTY RECORDER OF DEEDS
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Uniform Parcel Identification Policy

Documents presented for recording 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 is required on all transactions such as deeds, mortgages, satisfactions, releases, assignments 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.

The fee for each PIN certification shall be \$10.00. If a document contains multiple parcels, the cost for each PIN certification shall be **\$10.00 per PIN certified.**

The fee for the PIN certification should be included in fees 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 submitter.