



**COUNTY OF ST. CLAIR**



**Jay DeBoyer, County Clerk/Register of Deeds  
Bruce Francek, Chief Deputy Register of Deeds**

**200 Grand River Ave, #103  
Port Huron, MI 48060**

### **IMPORTANT NOTICE**

The Register of Deeds will no longer be accepting documents in need of tax certification until they have been certified by the County Treasurer as of December 20, 2018. Complaints and concerns of timeliness, in addition to the order of document recording have caused me to address the processes in this office. Following is a summary of how documents requiring tax certification are currently handled when submitted.

1. Documents requiring certification are separated from payment and any accompanying documents and are logged in for tracking.
2. The documents are then delivered to the Treasurer's office for tax certification. They are tracked again as they leave the office.
3. The Treasurer's office certifies or rejects the deeds and returns them to the deeds office.
4. They are then tracked back in and reunited with accompanying documents and payment and recorded or rejected.

This process is proving cumbersome. The shuffling from office to office is time consuming and provides opportunity for mishandling. Additionally, the fact that the Treasurer's office cannot simply return a rejected document to the submitter but must instead return it to the deeds office due to the above listed process causes undue delays in the correction of these documents. This office prides itself on timeliness and accuracy and the current model supports neither. Therefore as of December 20, 2018 all documents requiring tax certification must be submitted directly to the Treasurer's office. Once the customer obtains the certification necessary for recording the documents, they can then be submitted to the Register of Deeds office.

It is my sincere hope that these changes will streamline the process for everyone. I am available, as always, to address any questions or concerns.

Thank You,

Bruce Francek  
Chief Deputy Register of Deeds