

FREQUENTLY ASKED QUESTIONS

Q: What is your address?

A: Our physical and mailing address is:
Register of Deeds Office
109 South Main Street
Warrenton, NC 27589

Our P.O. Box is 506

Q: What are your hours of operation?

A: The office is open from 8:30 am to 5:00 pm.

Q: Can anyone access the information contained in the Register of Deeds Office?

A: Yes. All information in our office is public record.

Q: How can I obtain general information about the services offered by the Register of Deeds Office?

A: In addition to this website, you may call (252) 257-3265.

Q: How do I transfer names on a deed?

A: You will need to draw up a new deed. You should see an attorney for this service. You will record the document in the Register of Deeds Office at a cost of \$14.00 for the first page and \$3.00 for any additional pages. You may also have to pay excise tax. The excise tax amount is \$2.00 per \$1,000 of the purchase price.

Q: How do I obtain initial appointment or reappointment forms for my Notary Public?

A: All notary forms are available on this website under Notary Public. In addition, you may pick up either form from our office or the Secretary of State office (919) 807-2131. You will mail the application form to the Secretary of State. The Secretary of State will then send you a green notice in the mail advising you to take oath at our office. You may not take oath until the effective date listed on the notice.

Q: Do I need an appointment to take my notary oath? What should I bring with me?

A: No appointment is necessary. Come in any time between 8:30 am and 5:00 pm. Bring your green notice from the Secretary of State's office. The fee is \$10.00, payable by cash or check.

Q: Can I obtain a copy of a birth certificate from your office?

A: Our office keeps records only for births occurring in Warren County. Requests are honored by mail or in person. For more information call (252) 257-3265 or download the form available on this web site under Vital Records. NC Vital Records houses birth records for births in the state of NC. For more information, call NC Vital Records at (919) 733-3526.

Q: Can the Register of Deeds tell me who owns property at a specific address?

A: If you do not have the owners name, please contact the tax office at (252) 257-4158. We look up by name.

Q: How do I obtain a copy of my deed?

A: The Register of Deeds Office provides deed copies at \$.50 per page in the office. You may also obtain a copy by visiting the Online Search option on our web site for deeds that have been scanned. You may also call our office (252)257-3265 to have a copy mailed to you.

Q: How do I obtain a copy of the map to my property?

A: The Register of Deeds Office provides map copies at \$.25 per page if it was recorded. It usually takes 2 pages to copy the whole map (because of it's size). The link to Warren County Tax Mapping website is: www.warrencountync.com.

Q: Where can I get a tax map, P.I.N. or aerial map?

A: Contact the Warren County Tax Mapping Office at (252) 257-4158 or visit their website at: www.warrencountync.com.

Q: How do I find out about outstanding liens (mechanics liens) and judgments?

A: Contact the Clerk of Circuit Court Office at (252) 257-3261.

Q: What steps do I take to get married?

A: You must obtain a marriage license. The license is valid for 60 days. No appointment is necessary when applying for a marriage license, but we do ask that you be in our office no later than 4:00pm. The cost of the marriage license is \$60.00. A religious officiate or a magistrate may perform the ceremony. For more information, please refer to this web site under MARRIAGE or call our office at (252) 257-3265.

Q: Once I have obtained a marriage license, whom do I speak with about a civil ceremony or marriage by the magistrate?

A: Marriages are performed in the Magistrate's Office by a Magistrate. The fee is \$20.00. Please call (252) 257-4153 for more information regarding the ceremony, office hours, etc.

Q: How do I change my name after marriage?

A: You will need a certified copy of your marriage license for a name change on your driver's license and your social security card.

Q: How do I obtain a copy of my marriage license?

A: If your marriage took place in Warren County, you may request a copy by mail or in person. Copies are available at least 10 days after the wedding ceremony. To process the request, we need the name of the bride and groom plus the date of the marriage. A certified copy of a marriage license is \$10.00. A self addressed stamped envelope is appreciated.

Q: How do I obtain a copy of my divorce?

A: If the divorce was processed in Warren County, you may obtain a copy from the Clerk of Court Office on the first floor of the courthouse or call (252) 257-3261 for more information.

Q: How do I file for separation papers?

A: It is advisable to see an attorney. The recording fee is \$14.00 for the first page and \$3.00 for each additional page.

Q: Do you take credit cards?

A: No, cash, check or money orders only.