

# Re-Recording Information

Please note on the document what has been changed to help our staff quickly determine if a new signature is required to be attached and to help searchers in the future be able to tell what was changed between the original and the re-recording without having to compare the documents.

If the original of the recorded document cannot be located and was not recorded in another locality, a deed of correction can be prepared for deeds and a new document can be created for other document types. New documents will need to reference the recording information for the previously recorded document on the first page since it will not have a recording label/stamp so staff and auditors will know taxes were paid previously, if applicable, and to allow for cross-referencing in the index.

## ***Signatures and acknowledgements***

If the document that was recorded previously has not been altered since it was signed and recorded, there is no need for re-acknowledgment of the document. Examples of this include an exhibit, rider or plat clearly identified within the document but omitted from the original recording, or pages or documents previously recorded out of sequence. Corrections to the notary acknowledgement would also be included since the notary section was not completed when the parties signed the document.

If the document has been altered in any way from when it was signed and recorded other than changes noted above, it will need to be signed again by the same parties in front of a notary and the new signature page(s) will be added to the end of the document for re-recording.

## ***Correction of Obvious Description Errors by Affidavit - § 55.1-609***

There is an option in the Code of Virginia to correct "obvious description errors" by affidavit for certain documents. See [§ 55.1-609](#) for more information. This may be an option if the original parties cannot sign a new document for any reason but please note the requirements under subsections C & D. Optional format for form is provided in subsection H.