

## REQUEST FOR EXAMINER'S DIRECTIVE

Submit request to:

Dakota County Property Records  
ATTN: Stacy K. Lofgren, Examiner of Titles  
1590 Highway 55, Hastings MN 55033  
(you can mail, or hand-deliver your request)

Certificate of Title No. \_\_\_\_\_

Submitter's information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Ph. No. \_\_\_\_\_

Type of directive needed (i.e. to remove memorial, to correct name, etc.):

\_\_\_\_\_

Relevant Document No(s). \_\_\_\_\_

Authority governing the request: \_\_\_\_\_

Have you attached copies of your supporting documentation?

Dakota County Research Line: 651-438-4355

How do you want the original Directive returned to you?

- FedEx/UPS: include your return envelope and label.
- USPS
- Pick up from Property Records: You will receive a phone call when the directive is complete. Make sure that the person picking up the document has the Certificate of Title number relevant to the request.
- Forward the original Examiner's Directive to the Registrar for recording: You must include a separate check payable to Dakota County in the amount of \$46.00 for the recording fee.

Turnaround time: The Examiner's office does not provide a turnaround time with regard to directives given the time and research that may be needed, however, rest assured we do our best to turn them around as quickly and efficiently as possible.

Fees: (make checks payable to: Examiner of Titles)

- Directive in lieu of a Proceeding Subsequent: \$500 minimum fee
- Directive to remove a memorial of an expired mortgage from a Certificate of Title or correct an error in the owner name: \$200 minimum fee
- All other directives are billed at the hourly rate of \$250 per hour.

Website: <https://www.co.dakota.mn.us/HomeProperty/Recording/Examiner>