

# Request for Examiner's Directive

## Examiner of Titles

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

### Request

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

Dakota County Research Line: 651-438-4355

Submitter's information:

- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Company: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

- Type of directive needed:  
*i.e. remove memorial, correct name, etc.*  
\_\_\_\_\_
- Relevant Document Number(s):  
\_\_\_\_\_
- Attach a copy of supporting documentation.

### 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 or lien from a Certificate of Title or correct an error in the owner's name: \$200 minimum fee per memorial, per name and per Certificate of Title.
- All other directives are billed at the hourly rate of \$250 per hour.

### Submit Request

Requests can be mailed or hand-delivered to:

Dakota County Property Records  
ATTN: Stacy K. Lofgren, Examiner of Titles  
1590 Highway 55, Hastings MN 55033

### Returned Documents

#### How should the original Directive be returned to the Submitter?

- FedEx/UPS:** The Submitter must include a return envelope and label.
- USPS**
- Pick up from Property Records:** The Submitter will receive a phone call when the directive is complete. The person picking up the document ***must have*** the Certificate of Title number relevant to the request. *\*The Examiner's Directive is specific to the Certificate of Title identified in the Directive. If you lose the original Directive prior to recording or the Certificate of Title is cancelled/transferred prior to the recording of the original Examiner's Directive, you will need to submit a new request and payment.*
- RECOMMENDED: Forward the original Examiner's Directive to the Registrar for recording.**  
A separate check must be included for the recording fee, payable to Dakota County for \$46.00 per Certificate of Title.

### Turnaround Time

The Examiner's Office does not provide a turnaround time regarding directives given the time and research that may be needed. We do our best to turn complete requests as quickly and efficiently as possible.