2021

State of Illinois
Department of Revenue

MYDEC COUNTY RECORDER ACCESS PROCEDURES APPENDIX E – UNRECORD A PAPER DECLARATION INCLUDING VOIDING STAMPS

A manual for the County Recorder's office that provides procedures for unrecording a paper declaration including voiding the stamps

August 23, 2021

Unrecord a Paper Declaration Including Voiding Stamps

Assessor Action:

1. The Assessor must unfinalize the assessment if it has been finalized. Select "Unfinalize Assessment". If it has not been finalized, proceed to Step 3.

2. Select "Submit" to unfinalize the assessment:

3. The Assessor will select "Release to Recorder":

4. Click "Submit" to release the declaration:

Release to Recorder

Declaration

Release this Declaration to the Recorder's office.

		Reason:
Declaration ID	20210808424586	Preparer entered the incorrect consideration amount.
Primary PIN	14-25-0202-020	
Document Number	2021R19792	
Recording Year	2021	
Tab Number	P282	

Cancel   < Previous   **Submit**

The declaration will be at a status of "Deed Recorded".

Declaration ID: 20210808424586   **Actions**

Status	Deed Recorded	Printable Copy of Declaration
Document No.	2021R19792	Return to Summary
Primary PIN	14-25-0202-020	
State/County Stamp	0-495-514-384	

Recorder Action:

The Recorder will complete the process via their recording software. The steps taken in your software to void the stamps and unrecord the declaration will free up the document number to be used again for the re-recording. For questions regarding voiding and re-recording through your software, contact your recording software vendor.