



_____ (Trusted Submitter) plans to engage in the process of electronic recording of documents with Minnesota counties that the Electronic Real Estate Recording (ERER) Commission has authorized to engage in electronic recording (the Authorized County(ies)). In order to be allowed to submit electronic recording submissions, Trusted Submitter commits as follows:

- 1) To work cooperatively with the Authorized Counties to record electronically, in order to facilitate the successful electronic recording of documents;
- 2) To meet the current Minnesota ERER Standards and any county-specific communication protocol and style-sheet requirements for electronic recording when electronically creating and submitting documents;
- 3) To make a good-faith effort to submit electronic documents instead of paper documents when feasible; and
- 4) To arrange for payment of electronic recording fees to an Authorized County before submitting electronic documents to it.

If Trusted Submitter submits documents that satisfy the ERER Commission's requirements to an Authorized County, that Authorized County must validate the submission. Trusted Submitter then may submit electronic documents to any other Authorized County without further validation, subject to county communications, rendering and payment considerations. If Trusted Submitter does not comply with the ERER Commission's electronic recording standards or does not pay electronic recording fees, then any Authorized County affected by Trusted Submitter's failure to comply or pay may refuse to accept electronic documents from Trusted Submitter.

Trusted Submitter understands that the ERER Commission may ask Trusted Submitter to respond to questions from the Commission that are designed to assess the successes as well as the challenges of electronic recording in Minnesota.

Signature:

Trusted Submitter Signature Title Date

Trusted Submitter Contact Information:

Address: _____ City _____ State _____ Zip _____

Contact Name: _____

Phone Number: _____ Email: _____

Website: _____

INSTRUCTIONS

A Trusted Submitter is a private party submitting electronic documents to Minnesota counties that the Electronic Real Estate Recording (ERER) Commission has authorized to engage in electronic recording (the Authorized County(ies)). Trusted Submitter and the Authorized Counties must follow the Minnesota standards for recording real estate documents electronically.

The Authorized Counties establish a working relationship with Trusted Submitter through the Statement of Commitment and report activity related to real estate e-recordings on a monthly basis on the website of the Minnesota Association of County Officers (MACO)

<http://www.mncounty.org/displaycommon.cfm?an=1&subarticlenbr=27>

After submitting this Statement of Commitment, and after schema validation by any Authorized County, Trusted Submitter may submit documents to any other Authorized County subject to communication, rendering, and payment considerations of that Authorized County.

PROCESS:

Trusted Submitter

1. Select an Authorized County. The Authorized County that you choose will play a key role in the testing and implementation of your electronic recording process. For a complete list of Authorized Counties, go to <http://www.commissions.leg.state.mn.us/erer/erer.htm> .
2. Develop a plan as follows:
 - a. Identify an electronic recording team that includes management staff, Information Technology staff and a lawyer.
 - b. Identify technical needs (software, hardware, licenses, digital certificates) or contract-out options.
 - c. Conduct a technical review of the Minnesota standards for document types that will be submitted electronically by visiting the ERER Commission website at <http://www.commissions.leg.state.mn.us/erer/erer.htm>
 - d. Implement testing, security, and digital certificates.
3. Purchase a software package or web-based applications for e-recording.
4. Purchase a license for a software package or web-based application.
5. Complete the Statement of Commitment Form and sign it.
6. Submit the form to the Authorized County you have selected.
7. For those submitters submitting transfer documents, you are encouraged to contact the Minnesota Department of Revenue regarding eCRV.

Authorized County

1. Take action, including validation, in response to Trusted Submitter's Statement of Commitment.
2. Submit the Statement of Commitment to the ERER Commission for scanning by emailing it to Tasha@mncounties.org (note ERERC in subject line) or faxing it to 651-224-6540.
3. Submit the new Trusted Submitter's name on the MACO monthly reporting survey tool.