

Pamela R. Lampitt
County Clerk

John W. Schmidt
Deputy County Clerk

COUNTY OF CAMDEN
OFFICE OF THE COUNTY CLERK



Recording Division
Courthouse • Room 102 • 520 Market St.
Camden, NJ 08102-1375
Tel: 856.225.5300 • Fax: 856.225.7100
countyclerk@camdencounty.com

Election Division
Elections & Archive Center • 100 University Ct.
PO Box 218 • Blackwood, NJ 08012-0218
Tel: 856.225.7219 • Fax: 856.374.6398
electdiv@camdencounty.com

CHANGING OR REMOVING A NAME ON A DEED

Changing a name on a deed requires a new deed be drawn up. This is a legal document and must be done outside of the Clerk's office. Employees at the Clerk's office cannot give legal advice and cannot help with the construction of a deed.

Deeds can be drawn up by lawyers or title companies. It is possible to draw up a deed on your own, but it is not recommended. If you still wish to draw up a deed, forms can be acquired at an office supply store or online.

This is a basic checklist as follows for deed:

1. Document must be signed by all Grantors.
2. All Grantors must be notarized.
3. All documents must have a GIT/REP 3 form attached. Each grantor must sign a form unless they are married. Married couples may fill out a form together. (This form can be found at <https://www.nj.gov/treasury/taxation/prntgit.shtml#tab6> or at the Clerk's office.)
4. All documents must also have a coversheet. You can find and fill out the coversheet at <https://www.camdencounty.com/service/county-clerk/required-cover-sheets-recording>.

The completed document is then returned to our office for recording. You may hand-deliver or mail the document to the address below. At this point, you have a recording fee of \$45.00 for the first page and \$10.00 for each additional page. There is also a transfer tax which is based on the consideration. This information can be found at <https://www.nj.gov/treasury/taxation/realty.shtml>.

After the deed is complete and the fee is paid, the Clerk's office will record the document. The fee is cash, check or money order, unless sent by mail, no cash. In approximately 30 days, the changes in owner names will be reflected in your local tax office.

Mail To:

Camden County Clerk's Office
520 Market Street
Room 102
Camden, NJ 08102



Making It Better. Together.