Instructions for Obtaining a Copy of Your Deed

As of January 2021, the Chester County Recorder of Deeds offers a separate search tool for public access to documents recorded prior to 1994. For this, we recommend knowing a Book & Page to look up. Please see the below graphic to understand which database you should use.

*Subscribers should use Tyler for Eagle Web or eFilm for IQS Search

**For Eagle Web** (i.e. search by Name)

**Step 1**: Go to [www.chesco.org/recorder](http://www.chesco.org/recorder)

**Step 2**: In the toolbar on the left hand side you want to click on “Records Search”

**Step 3**: On the Records Search page, click on “Eagle Web”

**Step 4**: A separate website will open up in a new tab. On this page, you will need to click “I Acknowledge.”

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**For IQS Search** (i.e. search by Book & Page)

**Step 3**: On the Records Search page, click on “IQS Search”

**Step 4**: If you are conducting a one-time search and have not previously created an account, click [Log In as GUEST](https://chesco.org/iqs)

If you will be using IQS frequently and would like to register, click “Sign Up for User Account.”

To login, click “Show Login Fields”

Please note: by selecting one of these options, you automatically accept the terms of the [Disclaimer](https://chesco.org/disclaimer).
Step 5: Click on the box labeled “Public Login”

**Public Login**

Step 6: You will now be able to do a search under your name for your deed. By searching in the “Both Names” field, you can bring up any and all documents recorded under your name. To do so, you will need to enter your last name, comma, space, your first name (i.e. Smith, John). Click the “Search” button.

Please note: on this tool, any documents recorded prior to 1994 will only have the indexing information available, not the imaging. Access IQS Search (see right) for the latter.

Step 5: IQS Search has two parts: 1) E-Film contains document images prior to 1996 searchable by Book & Page and 2) Infodex allows you to research what Book & Page to use to search E-Film for such document images, if available, for documents between 1960-1976 only. Otherwise, use ChescoViews to search for Book & Page of a current deed or Eagle Web (see left) to search by Name.

Step 6: In E-Film, choose the type of document from the dropdown.

EFilm Reader

Type: Deeds

Step 7: Type the Book code and click the “Load Film” button (“Find Film” will list all Book codes in a pop-up window).

Book: ____________________________

Load Film

Find Film

Note: Deeds, Mortgages & Miscellaneous document types use 3-digit Book codes. Record Books require four digits, so if your code is less than four digits, insert a zero(s) before it when searching, i.e. ‘0489.’

Click the “Help” link at the top of the IQS Search site for additional instructions on how to use the E-Film image toolbar, print or download document images and search via Infodex.

If you have any questions, please contact our office by calling (610) 344-6330 or emailing RODinfo@chesco.org.