



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.

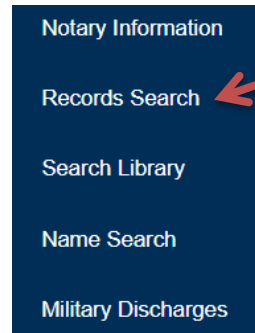


*Subscribers should use Tyler for Eagle Web or eFilm for IQS Search

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

Step 1: Go to www.chesco.org/recorder

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



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

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.”

DISCLAIMER

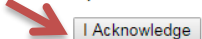
This search site is provided as a service to our customers. We make no warranty, express or implied, regarding the accuracy, completeness, or reliability of the information provided. We make no representation or warranty that the information is current, complete, or accurate. We make no representation or warranty that the information is suitable for any particular purpose. We make no representation or warranty that the information is free from any errors or omissions. We make no representation or warranty that the information is not subject to change without notice.

By using this service, in any form, the user agrees to indemnify and hold the Recorder of Deeds harmless from any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, that may be caused by retrieving this information over the Internet.

Users should remember that the index is similar to a library card catalog regarding the underlying document.

The user is advised to search all possible spelling variations of names.

If you choose not to accept the conditions stated above, please click the “I Acknowledge” button.



Acknowledge the Disclaimer to enter

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

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](#).

Step 5: Click on the box labeled “Public Login”

Public Users

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.

The screenshot shows the 'Basic' search tab with several filter sections: 'Document Number' (Doc#, Book, Page), 'Recording Date' (Start, End), 'Both Names' (Both Names, Search Type), 'Grantor' (Grantor, Search Type), 'Grantee' (Grantee, Search Type), and 'Change Date' (Start, End). A red arrow points to the 'Both Names' field. At the bottom, there are 'Search' and 'Clear' buttons, with a red arrow pointing to 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:

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:

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.'

The toolbar shows navigation controls: '<', '<<', '<' (with '1' in a box), 'of 1113', '>', '>>', '>|', and a 'Click and drag' slider. Below these are labels: 'First', 'Previous', 'Next', 'Last', and 'Click and drag'. Further down, it says 'Previous two pages if multiple Frames' and 'Next two pages if multiple Frames'.

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.

