

BELMONT COUNTY RECORDER

JASON A. GARCZYK

HOW TO ENROLL IN *FRAUDSLEUTH*

To provide residents and landowners with timely information and peace of mind, the Belmont County Recorder has implemented a notification system called *FraudSleuth*. Once registered, *FraudSleuth* will email an alert to those who are registered letting them know when a document has been filed under their name.

To enroll in this program, first you must create an account by following these steps:

- ❖ Visit belmontcountyclerorder.org
- ❖ Click **'Search Records'** on the homepage
- ❖ Click **'*FraudSleuth*'** on the right side of the page
- ❖ Under **'Setting up a *FraudSleuth* Account/Profile, click ["here"](#)** in blue
- ❖ Create a username and password, while also entering your name and email address
- ❖ Click **'Save'**

You will then be taken back to the home screen that says "Belmont County Recorder Online Services"

To enroll in *FraudSleuth*:

- ❖ Enter your username and password on the right side of the page; click **'Login'**
- ❖ Accept disclaimer & exit dialog box
- ❖ You will see the name you registered in the welcome banner toward the top of the page
- ❖ Click **'Preferences'** at the top of page
- ❖ Click **'View/Modify *FraudSleuth* Profile'** in blue under **'*FraudSleuth* Preferences'**
- ❖ Click **'Add Profile'** on the right side of the screen; a box will appear to enter information
- ❖ Enter any name into **'Profile Name'** – but **IMPORTANTLY** – enter the last name/business name, first name, and middle name (if applicable) as it may be recorded on a document. *You are encouraged to enter multiple variations of your name (i.e. middle name, middle initial, no middle name, etc.)*
- ❖ Click **'Save'**
- ❖ Enter additional names or variations of names that may appear on documents that would be recorded in the Recorder's Office.
- ❖ Click **'Done'** when finished; then **'Save'**

- ❖ Click **'Log Out'** at top right corner
- ❖ ***Please Note*** Improperly logging out may affect a user's ability to search records
- ❖ To edit profile information in future, click **'Configure *FraudSleuth* Profile'**

You are now enrolled to receive email alerts when a document is filed in the Belmont County Recorder's Office.

PLEASE NOTE: *FraudSleuth* will notify you of documents with the names you have entered within a few days after its recording. The notification system does not prevent fraud, but instead allows registered users to be informed. Simply because an email is generated, does not imply fraud. If you enter into oil and gas agreements, your name may be indexed on documents on a regular basis. Also, if someone else shares the same name as you, you may receive notifications when documents are recorded under their name.

Feel free to email or call the office with any questions.

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HOW TO SEARCH PUBLIC RECORDS

Your County Recorder is responsible for ensuring the accurate and timely recording of all land documents throughout the county. Commonly recorded instruments would include deeds, mortgages, releases, and leases, including oil and gas filings such as pool units and unitization leases.

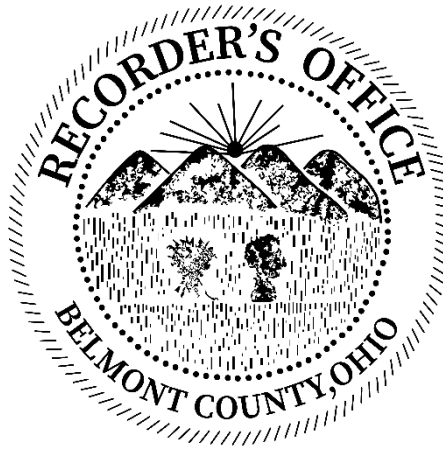
Conveyance instruments, such as deeds, certificates of transfer, and easements, must also receive stamps from the County Auditor and County Engineer's Tax Map Office.

To search land records online:

- ❖ Visit belmontcountyclerorder.org
- ❖ Click 'Search Records' on the homepage
- ❖ Click 'Login as Guest' (an account is not necessary to search records)
- ❖ Click 'Search Public Records' on left
- ❖ All records are indexed by name. To search by name, type LAST NAME – space – FIRST NAME.
- ❖ Search with or without MIDDLE NAME depending how the name may appear on the document.

Records can also be searched by volume and page, instrument number, or recording date.

Please visit our website to learn more about the Recorder's Office and Belmont County's history. Feel free to email or call the office with any questions



*"Preserving our past and protecting
our future"*

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