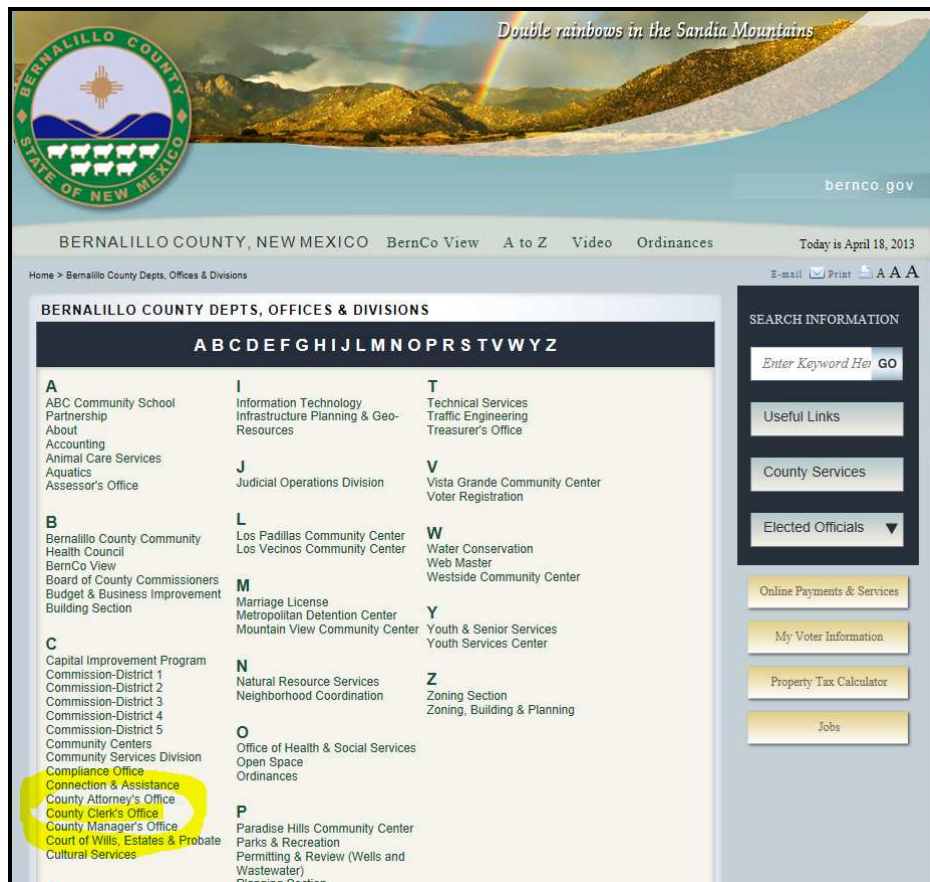


# HOW TO SEARCH FOR A DOCUMENT FILED WITH THE BERNALILLO COUNTY CLERK

1. Go to [bernco.gov](http://bernco.gov) and click on *County Services*



2. Click on *County Clerk's Office*



3. Click on *Recording and Filing* on the left side

The screenshot shows the Bernalillo County website. The header features the county seal and a banner image of the Sandia Mountains with a rainbow. The navigation bar includes links for 'Bernalillo County, New Mexico', 'BernCo View', 'A to Z', 'Video', and 'Ordinances'. The date 'Today is April 18, 2013' is displayed. The main content area is titled 'COUNTY CLERK'S OFFICE' and includes a sidebar with links: 'About', 'Elections', 'Marriage License', 'Voter Registration', 'Recording and Filing' (highlighted in yellow), and 'Clerk's E-Newsletter'. The main content area displays contact information for the County Clerk's Office, including location, phone numbers, and a photo of County Clerk Maggie Toulouse Oliver. A search bar and various service links are also visible.

4. Click on *Document Search* on the left side

The screenshot shows the Bernalillo County website, specifically the 'COUNTY CLERK'S RECORDING AND FILING' page. The header and navigation bar are identical to the previous screenshot. The main content area is titled 'Recording and Filing' and includes a sidebar with links: 'County Clerk's Home Page', 'Recording & Filing Info.', 'Document Search' (highlighted in yellow), 'Marriage License Application', 'Recording Fee Schedule', 'Questions and Answers', 'eRecording Submitters', 'IPRA Instructions', 'Solar Rights Act', 'Clerk's E-Newsletter', and 'Customer Satisfaction Commitment Survey'. The main content area displays contact information for the Recording and Filing office, including location, phone numbers, hours, and email. A search bar and various service links are also visible.



- Click on *Document Search* highlighted in red in the text section to enter the database

BERNALILLO COUNTY, NEW MEXICO BernCo View A to Z Video Ordinances Today is April 18, 2013

Home > Bernalillo County Depts, Offices & Divisions > Elected Officials > County Clerk's Office > County Clerk's Recording and Filing > Recording and Filing

E-mail Print A A A

### COUNTY CLERK'S RECORDING AND FILING

County Clerk's Home Page  
Recording & Filing Info.  
Document Search  
Marriage License Application  
Recording Fee Schedule  
Questions and Answers  
eRecording Submitters  
IPRA Instructions  
Solar Rights Act  
Clerk's E-Newsletter  
Customer Satisfaction Commitment Survey

#### Document Search

The Eagle Web Document Search Program allows an online search for any public document which has been recorded in the County Clerk's Office. This includes deeds, mortgages, judgements, liens, etc.

*The opening page has a disclaimer and a button (at the bottom) requesting you to acknowledge that these are not official copies of County documents. That is the only purpose of the "I Acknowledge" button. You must click it to proceed.*

#### Document Search Instructions

When you get to the main search page, it's **NOT** necessary to use the **doc #, book or page fields**.

You can search by your **NAME** for any document recorded in the County Clerk's Office.

**IMPORTANT:** Enter LAST name, a blank space, and then the first name with NO punctuation.

For example: Doe Jane S (if your name is Jane S. Doe)

Your query result will consist of the document index information only, not the actual document image.

[Document Search \(click to enter database\)](#)  
[Marriage Application \(click to enter database\)](#)

#### SEARCH INFORMATION

Enter Keyword Here

Useful Links

County Services

Elected Officials ▼

Online Payments & Services

My Voter Information

Property Tax Calculator

Jobs

- Click on the *I Acknowledge* button

BERNALILLO COUNTY NEW MEXICO

DOCUMENT SEARCH | HELP | ABOUT | LOGOUT webuser | View Basket

Version: 3.11.6

**Attention: On Saturday April 20, 2013 system maintenance will be occurring. Transactions during this time are strongly discouraged. We apologize for any inconvenience this may cause you.**

**Bernalillo County, New Mexico**  
Maggie Toulouse Oliver, County Clerk

#### DISCLAIMER

The Grantor/Grantee index is provided as a public service for your convenience. Updates and corrections occur on a daily basis; however neither the County nor the County Clerk shall assume any liability for omissions or information presented as public record in this index. For official copies of documents, please visit the Bernalillo County Clerk's office located at One Civic Plaza, 6th Floor, Room 6029, Albuquerque NM or call (505) 468-1290, and choose option 2 for Customer Service. Note: Data provided is as of 1978 to present.

#### PURCHASING COPIES

This site allows you to purchase any recorded document, excluding Military discharges and Death Certificates. In the event that you purchase an incorrect document online, it will be your responsibility to pay for any incurred charges for that transaction. No refunds will be given. You should fully verify the document by calling the Records and Filing department before purchasing it if in doubt.

In the event that you purchase the incorrect number of copies (quantity field), it will be your responsibility to pay for any incurred charges for that transaction. No refunds will be given. You shall fully verify the number of pages to be purchased before hitting the submit button on the 3rd step of the transaction process.

Documents can be purchased online 24 hours a day, 7 days a week. However, documents will only be mailed via USPS or UPS, faxed, and/or emailed during regular business hours (Monday - Friday, 8:00am - 5:00pm).

**If the purchase option is not available for the specific document you wish to purchase, please contact our office at 505-468-1290 or clerk@bernco.gov.**

**MARRIAGE APPLICATION INFORMATION IS AVAILABLE TO THE PUBLIC BY USING THE I ACKNOWLEDGE BUTTON.**

7. Enter the *Document Number* if you have it

or

enter other search criteria (such as your last name) and click on Search.

**BERNALILLO COUNTY**  
NEW MEXICO

DOCUMENT SEARCH | HELP | ABOUT | LOGOUT webuser | View Basket

**DOCUMENT SEARCH**  
QUICK LINKS  
[Marriage License Application](#)

Please enter search criteria in the fields below.  
For additional clarification on any fields, click the "Help" link above.

Search Clear

Basic Advanced

Document Number Book/Page Recording Date

Start Date End Date  
01/01/1800 04/17/2013

Grantor Grantee

Last First Search Type Last First Search Type  
Exact Match Exact Match

Both Names

Last First Search Type  
Exact Match

Legal Description

Subdivision Lot Block Tract Unit

Legal Remarks Quickdocs Tracking No Quickdocs Submitter Text Search

Remarks Search Type  
Starts With

Need help?  
Search Clear

You can filter the search for just certain document types on the right hand side of the page.

A list of documents will be returned and you can just click on one to get more information.

(However, there may be a fee to get a copy of the entire document.)