

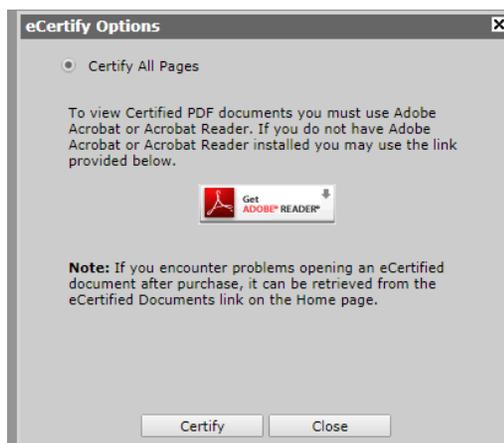
# Ordering Certified Copies of Verified Documents

## Before you begin:

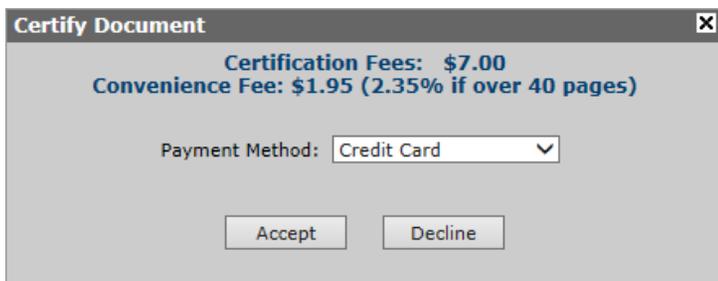
1. Turn off all pop-up blockers.
2. Have Adobe Reader or Acrobat (at least version 7.0) installed on your computer.
3. You may also need to turn on Windows Integration within Adobe. This is covered on the next page.



When you are in the document details screen, you can request a Certified Copy of a VERIFIED document. This service will provide a digitally signed document in PDF form, and the document will be delivered directly to your computer. **This feature will only work if your pop-up blocker is disabled.**



When you click on the “Certified Copy” button, you will be reminded that you need **Adobe Reader** installed on your computer. If you do not have **Adobe Reader** installed, click on the “**Get Adobe Reader**” button to install the required software. Otherwise, click Certify to continue the process. **This feature will only work with Adobe 7.0 or higher.**



The system will inform you of the fees for the Certified Copy. Fees can only be charged to a credit card. Click **Accept** to continue. Enter the appropriate payment information, and then click **Submit**. The Certified Copy will be delivered directly to your computer.

# Verifying That Your Document is a Certified Copy

When the PDF Certified Document is delivered to your computer, the lower right hand corner will be identified as being a **“Certified and Digitally Signed.”**

Digitally signed 11/07/2018 by butleroh.county.rod@kofile.us



By clicking on the certification, the **Signature Validation Status** will display and show that the document certification is valid.

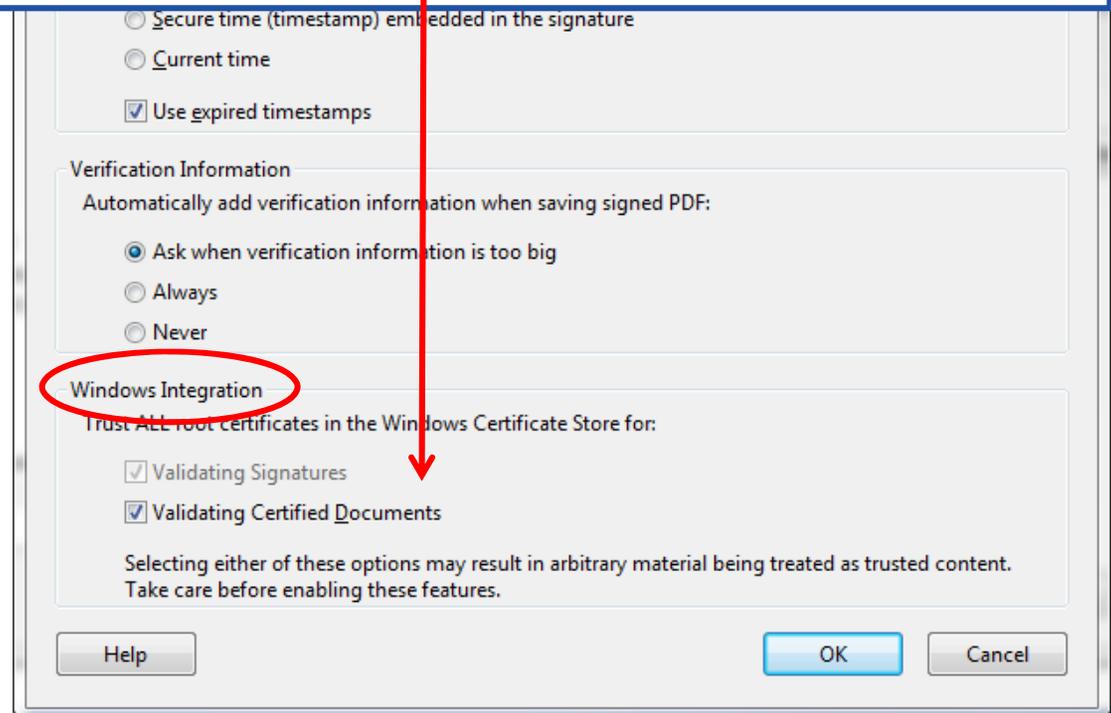
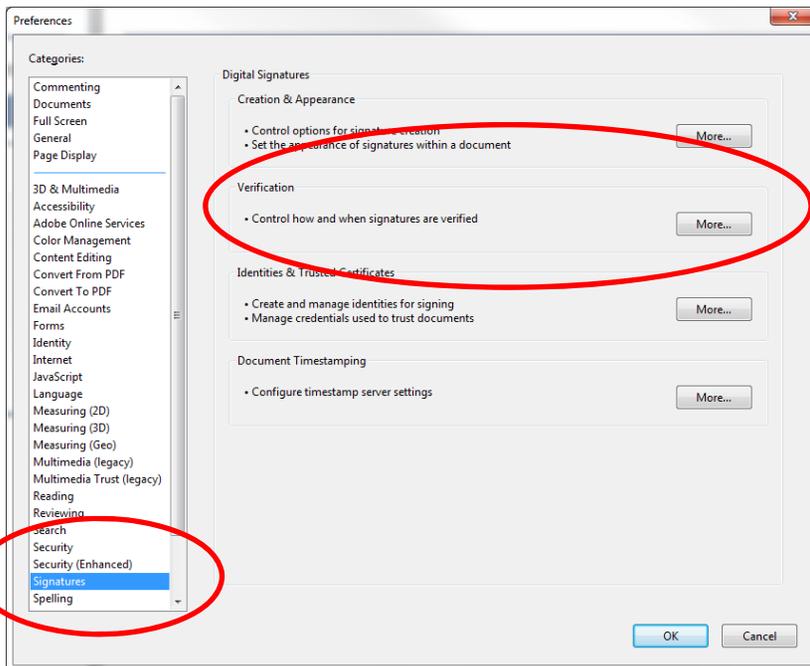
eCertified copy of recorded # 2017-00051269 (page 1 of 22)  
Butler County Recorder of Deeds



For additional information regarding the certification, click on the **Signature Properties** button.



# Enabling Windows Integration for Certified Copies



## Retrieving Past Verified Documents

You can **view** documents that you have eCertified in the past. You also have the ability to **download** and even **email** these documents. This saves you from paying multiple times for the same document.

### What would you like to do today?

-  Search Public Records
-  eCertified Documents
  - Recent eCertified Documents
-  Modify My User Preferences

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11/07/2018 07:47:25 AM - OFF BK 9117 PG 0125 [View](#) | [Download](#) | [Email](#)

11/07/2018 07:36:55 AM - OFF BK 9117 PG 0090 [View](#) | [Download](#) | [Email](#)

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 Done