

Recording a Document at the Registry of Deeds

Instructions to Homeowners who must record a document from a town board at the Registry of Deeds:

STEP 1 – Call the Registry at (978) 322-9000 for detailed instructions.

Every document is different. Calling in advance helps ensure that the recording process goes smoothly.

STEP 2 – What to expect at the Registry:

1. Bring a check made out in advance for the recording fee. Make it payable to “Registry of Deeds.” Personal checks are acceptable. We CANNOT take credit or debit cards.
2. Also bring a self-addressed, stamped envelope so we can mail your document back to you.
3. Come to the Lowell Justice Center, 370 Jackson Street, Lowell MA 01852 on weekdays between 8:30 am and 4:00 pm.
4. At the main entrance, you will then pass through a security checkpoint
5. The Registry of Deeds is on the ground floor, opposite the main entrance.
6. Once you get home, go to masslandrecords.com/MiddlesexNorth to download the recorded document. (or email lowelldeeds@sec.state.ma.us and we will email a copy to you).
7. Instead of coming to the registry in person, you may record the document by mail. Send the original document, your check and your return envelope to Middlesex North Registry of Deeds, 370 Jackson Street, Lowell MA 01852.