

Uniform Parcel Identifier(UPI) – Certification

Definitions:

UPI: Uniform Parcel Identifier as defined by Act 1988-1 and adopted by Cambria County Ordinance No. 4 of 2016.

TMN: Tax Map Number

TAO: Cambria County Tax Assessment Office

ROD: Cambria County Recorder of Deeds

1. What is a UPI Number?

UPI stands for Universal Parcel Identifier. A UPI number, also known as the tax map number, is a series of numbers that identifies each separate tract, lot, or parcel of real estate in Cambria County. The UPI number will allow the identification of a particular parcel of real estate by number. Individuals will also be able to look up ownership, liens (such as mortgages), easement (such as utility rights-of-way), and other matters affecting real estate, by entering the UPI number, in addition to the current method of having to search by owner(s) of the real estate.

Each parcel of real estate in Cambria County is assigned a tax map number. This tax map number is the UPI number.

2. Who certifies the UPI number?

The UPI/GIS staff in the tax mapping section of the Cambria County Tax Assessment Office will be responsible for certification. All documents subject to the UPI Ordinance must first be certified before recording.

3. Why must the UPI number be certified?

The UPI number is certified in order to ensure that the UPI/TMN on the deed or other instruments matches the County's records for the parcel of real estate involved, the listed owners of that real estate, etc. With the ability to search real estate records by UPI number, the County needs to ensure that the instrument and corresponding UPI number is correct **BEFORE** the instrument is recorded.

4. Where do I get the UPI number certified?

The UPI/GIS staff is located in the Tax Assessment Office located in the basement of the Cambria County Courthouse, 200 South Center Street, Ebensburg, PA 15931.

5. How quickly will the UPI certifications be made?

The UPI/GIS staff intends to promptly respond to all certification requests. When all documentation is in proper order, certification should be completed within three

days. However, for in person requests, depending on volume, it is anticipated that certification will normally take place upon presentation of a document. Verification will conclude at 3:30 pm daily.

6. How will mailed instruments be handled?

The Recorder of Deeds Office will deliver upon receipt mailed instruments to the UPI Staff. Provided that all documents are in order, and have been certified by the UPI Staff, these documents will be returned to the Recorder of Deed Office for processing.

7. Placement of UPI number.

All UPI number(s)/TMN(s) should be place in the top left of the document being recorded, and after each description.

8. UPI Number fee.

A \$20.00 UPI fee must be paid for each number referenced by the instrument.

9. Who is responsible if the UPI number is incorrect?

The person recording the instrument is responsible for ensuring that the correct UPI number is set forth on the instrument, and certified by the UPI/GIS staff. Documents with incorrect, incomplete or missing UPI number(s) will be returned to the customer with a written statement for the rejection.

10. Who collects the UPI fee?

The UPI fee(s) will be collect by the Recorder of Deeds Office at time of presentation for recording. This fee may be included as part of the recording fees on the same check.