

How to set up your Fraud Notify account

Step 1: Create an account

Go to the Pima County Recorder [Self-Service Public Portal](#) and click on the **Fraud Notify** button.



Pima County Recorder
Self Service Web



Please log in

Home Instructions

Welcome to the Pima County Recorder Self-Service System.

Select the option [Official Records Search - Web](#) on this screen to search for documents recorded since 1982. For older documents, use the [Historical Index Search](#). For more search tips, click the button below to view our Public Search & Document Purchasing Instructions.

Search Tips



Information for subscribers:

To log in, click on the **Log In** icon and enter your User ID and password. If your password doesn't work, click on **Reset Password** to receive an email with a password reset link.

To see your account balance, click on the **Account** icon and select **Account History**.

For support, contact the Recorder's Office: call (520) 724-4350 or email to webmaster@recorder.pima.gov

[Click here](#) to return to the Pima County Recorder website.



Official Records Search - Web

Search official records. Request digital copies and certified copies of documents.



Historical Index Search

View images for official records created between 1865 and 1981.



Record a Document

The Recorder's office accepts many documents online. Create an account for our online portal, enter some basic information, upload an image of your document, and pay with a credit card. It's quick and convenient!



Fraud Notify



Fraud Notify is a simple way to help you prevent from being the victim of property fraud. Register your individual or business name, and when a document is recorded with your name on it you will be notified via email. This gives you early warning of potential property fraud being committed in your name.



Become a Subscriber

If you frequently purchase documents from our Self-Service Web Portal, you may benefit from becoming a subscriber. Click here to learn more.

On the next page, click on the **Sign Up** button on the bottom of the page:



Subscribe to Fraud Notify Alerts

Welcome to Self Service Fraud Notify!

We have moved to an updated version of Fraud Notify. In order to view/edit your existing alerts, please "Sign Up" with your previous email to retrieve your alerts.

Fraud Notify is a simple way to help you prevent from being the victim of property fraud. Set up an alert for your name and when a document is recorded with your name on it you will be notified via email. This gives you early warning of property fraud being committed in your name.

To change your alerts or unsubscribe enter your email address that you have already signed up with.

Once you have signed up a confirmation email will be sent to your email address.

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Sign Up

Login

Fill out the Registration Form and then click on the Submit button at the bottom of the page. A verification link will be sent to your email address. Click on the link in the email to verify your email address and activate your account.

Pima County Recorder
Self Service Web

Log in Home cart

Please log in

User Registration Instructions

Fields with * are required.
Create your own UserID and Password. Passwords must be at least 8 characters long and cannot begin with a special character.

Add Account Details

UserID * myusername **Email Address *** me@email.com

Password * ***** **Confirm Password *** *****

Profile Information

First Name * John **Last Name *** Doe

Phone Number * 520-555-1234

Company

Mailing Address

Mailing Address *

Address 1 * 240 N Stone Ave

Address 2

City * Tucson **State *** AZ **Zip *** 85701

Billing Address

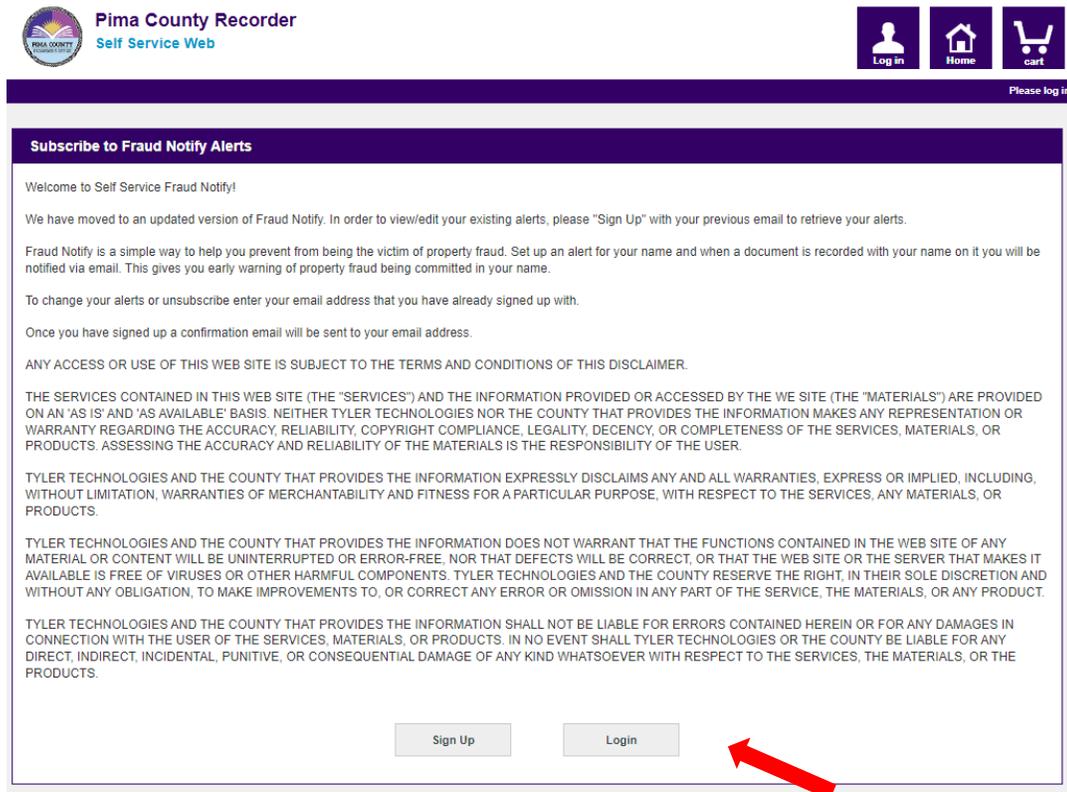
Same as Mailing Address

Cancel Submit

You aren't done yet! To fully set up Fraud Notify and receive notifications you must complete Step 2.

Step 2: Set up your Fraud Notify alerts.

Go to the [Self-Service Public Portal](#) and click on the **Fraud Notify** button as shown in Step 1. Then click on the **Login** button at the bottom of the page.



Pima County Recorder
Self Service Web

Log in Home cart

Please log in

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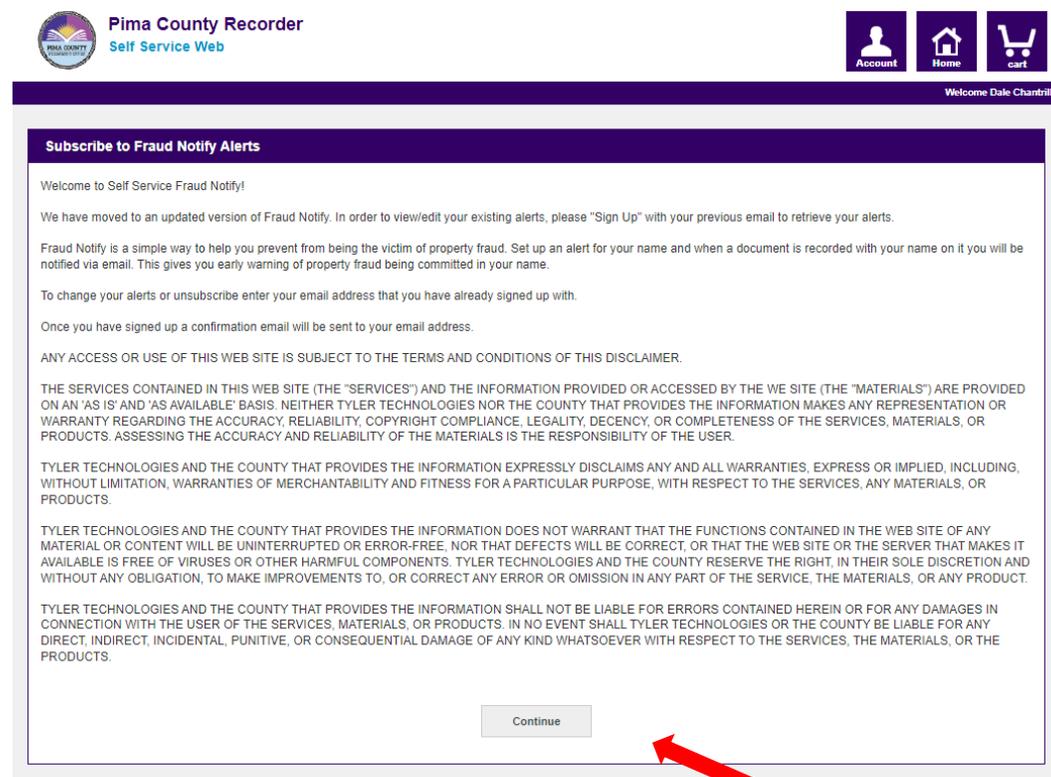
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Sign Up Login

Log in with the UserID and Password you provided on the Registration form. Then click on the Continue button at the bottom of the disclaimer page.



Pima County Recorder
Self Service Web

Account Home cart

Welcome Dale Chartrill

Subscribe to Fraud Notify Alerts

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Continue

On the Fraud Notify page, follow the instructions to add alerts for the individuals or businesses for which you wish to be notified. **See the last page for important alert instructions.**

- Type an individual name (last name first) or business name in the text box on the left. The pulldown allows you to select Individual, Business, or Both Names.
- Click the **Add Alert** button to add the name to your list of alerts on the right.
- Use the **Add names** button to create an alert on multiple names.
- Click on the Delete icon  (garbage can) to remove an alert.
- Be sure to click the **Save** button at the bottom-right corner when you have finished.



Pima County Recorder
Self Service Web



Welcome Dale Chartrill

Fraud Notify

Note: Alerts are not saved until you click "Save"

Individual Name Tips:
Enter your full last name and the first three letters of your first name.
For hyphenated last names, enter each last name as a separate name search.
To see the frequency of notifications you will receive, enter your name (last first) into the search field for both names on the search page.

Business Name Tips:
Enter the first part of your business name, but do not enter generic business descriptors like 'Company', 'Incorporated' or 'LLC'.
Do not enter punctuation.
To see the frequency of notifications you will receive, enter your business name into the search field for both names on the search page.

To Unsubscribe remove all added alerts and click "Save".

When you have finished modifying your alerts and have clicked "Save" to save them, please click the "Account" icon at the upper right and log out.

Add Fraud Notify Alerts

Individual 

Individual
Business
Both Names

+ Add names

Alert Added

My Alerts

Individuals
DOE JOHN and DOE JANE  

Business
JOES DONUTS  

Last Saved: Tue Sep 12 16:56:10 MST 2023

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Here are some helpful tips to manage your alerts most effectively.

Individual names:

1. Individual names **must** be listed with **last name first**, regardless of how the name appears on the document. The database where the records are stored is designed that way so your search must match that to trigger the alert. For example, for a person named Jane Smith, the alert must be entered as "SMITH JANE" to trigger the alert.
2. For name suffixes like "Jr.", "Sr.", "III", enter the suffix after the last name without any punctuation. For example, to receive an alert for "Robert Hyde Jr.", enter the alert as "HYDE JR ROBERT".
3. For hyphenated names, enter a space instead of the hyphen. For example, an "Allyson Reed-Jones" alert would be entered as "REED JONES ALLYSON".
4. Names that are grouped together on a document are stored separately in the database, so separate alerts must be created for each name. For example, the names of a married couple might appear on a document as "HENRY B & TINA M JONES" but they are indexed in the system as "JONES HENRY B" and "JONES TINA M".
5. To only receive alerts that include both (or multiple) persons' names, do NOT put both names on the same line. Instead, use the **+ Add names** button to add multiple names in a single alert. For example, if you use the **Add names** button to enter both "DOE JOHN" and "DOE JANE" names and then click the **Add Alert** button, it will create an alert that says "DOE JOHN and DOE JANE", and an alert will only be sent if both names are in the document.
6. Do NOT enter multiple names separated by a comma. An alert that reads "SMITH WILL, SMITH MARY, SMITH TIM" will never return an alert even if a document contains one or more of those names.

Business names:

1. Do not enter common suffixes like "Company", "Corporation", or "LLC".
2. Do not enter "The" at the beginning of the business name. For example, to receive alerts for a business named "The Money Tree LLC", the best alert to use would be "MONEY TREE".
3. Do not create separate alerts for "MONEY" and "TREE"; this will result in alerts being sent for any document that is recorded with the word "MONEY" or "TREE" in the name.

Other tips:

- Do NOT use any punctuation.
- Do NOT enter common words like "DEED" or "TRUST" as alerts.
- Do NOT enter any of the following as alerts, these items are not indexed:
 - Email Address
 - Physical or Mailing Address
 - Parcel Number
 - Social Security Number
 - Phone Number