



Office of the County Clerk

Monroe County, New York

Image Specifications, File Format Specifications and Security Requirements

Image Specifications:

- Documents must be scanned at 200 Dots Per Inch (DPI) as a black and white image.
- Documents must be scanned in portrait mode.
- Document images must be captured as multi- page Group IV Tagged Image File Format (TIFF) images.
- Scanned documents must be legible and reproducible. Legible in this instance means a clear, readable image – including signatures and notary seals – and in which all portions of each page are captured.
- Document font size must meet Property Records Industry Association (PRIA) and New York State statutory (CPLR § 8019 (e)) minimum standards.
- Documents must be scanned to original size.

Data File Format Specifications:

- File Format must adhere to PRIA V2.0 Extensible Markup Language (XML) Document Type Definition (DTD) and schema requirements.

Security Requirements:

- User id and password will be electronically verified for user authentication.

revised 8/5/15