

Uniform Parcel Identifier - Certification

General Questions

Definitions:

- UPI: Uniform Parcel Identifier as defined by Act 1988-1 and adopted by Dauphin County Ordinance Number 3-2008 and amended by Ordinance Number 7-2015.
- PIN: Property Identification Number
- OTA: Dauphin County Office of Tax Assessment
- ROD: Dauphin County Recorder of Deeds
- Transaction Number: an electronic tracking number initially issued to a document prior to recording...for tracking purposes through the data system
- Instrument Number: the permanent number issued to any document when recorded
- Fee: a \$20 fee will be collected by the ROD for every certified UPI. This fee is in addition to all other fees associated with document recording.

1. What is a UPI number?

“UPI” stands for Uniform Parcel Identifier. A UPI number, also known as the property identification number (PIN or parcel number) is a series of numbers that identifies each separate tract, lot, or parcel of real estate in Dauphin County. The UPI number will allow the identification of a parcel of real estate by number, instead of having to describe it by legal description. Individuals will also be able to look up ownership, liens (such as mortgages), easements (such as utility rights-of-way), and other matters effecting real estate, by entering a 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 Dauphin County is assigned a property identification number. This property identification number is the UPI number.

2. What does a UPI number look like?

UPI/PIN number is in this format: 00-000-000-000-0000

The UPI or property identification number is made up of the district-map-parcel-lot-trailer number for each identified parcel in Dauphin County. The lot and trailer number fields are utilized to further identify leased lots and/or improvements on a leased lot; i.e. a lot number in a mobile home park and the specific identification number for a mobile home located on that specific lot.

3. Who assigns UPI numbers?

The UPI staff, in the Tax Mapping section of the Dauphin County Assessment Office, assigns new UPI numbers, and certifies existing UPI numbers on documents to be recorded. In the UPI Ordinance (Ordinance No. 3-2008), the Tax Mapping section of the Dauphin County Assessment Office is sometimes referred to as the “permanent depository” as that is the name given by the Act 1988 – 1 (known as the Uniform Parcel Identifies Law) for the office that keeps the maps.

4. Why must I have my UPI number certified?

A UPI number is certified to ensure that the UPI/PIN number 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.

5. Where do I get a UPI number certified?

The UPI Staff is in the Office of Tax Assessment, on the 2nd floor of the Dauphin County Administration Building, 2 S. Second Street, Harrisburg, PA 17108-1205... the southwest corner of 2nd & Market Sts., Harrisburg, PA.

6. How quickly will UPI certifications be made?

The UPI staff intends to promptly respond to all certification requests. When all documentation is in proper order, certification should be completed within one day. However, for in person requests, depending upon volume, it is anticipated that certification will normally take place upon presentation of a document.

7. Can the UPI certification process be set up in the Recorder of Deeds office?

The Tax Mapping Office is in the Dauphin County Administration Building. The resources to certify the UPI number are in the Tax Mapping Office.

8. How will Mailed Instruments be handled?

The Recorder of Deeds Office will deliver upon receipt mailed instruments to the UPI staff. The UPI Staff intends to respond within one day. The Recorder of Deeds Office and UPI staff will review documents for accuracy. All documents without the required UPI (Ordinance No. 3-2008 § 3) or with erroneous information will be returned by mail unrecorded along with an explanation of the reason(s) why the instrument being returned.

9. What do I do if multiple UPI numbers apply to my document?

All UPI numbers will be placed at the top of the first page of the instrument.

10. Space for UPI Certifications.

The UPI stamp will be placed near the UPI numbers...which is on the top of the first page of the instrument/document. To avoid covering any part of the document, it is suggested that a minimum 2" square of space be allotted at the top of the first page for the UPI certification.

11. Is there a cap on fees when a document relates to multiple UPI numbers?

No. A separate \$20.00 UPI fee must be paid for each number referenced by the instrument.

12. Can I still do a perimeter deed for a subdivided area?

An owner may convey multiple lots, carrying separate UPI numbers, by means of a single perimeter description, without amalgamating the lots into a single tract with a single UPI number. However, the owner should clearly state that the deed is intended to convey the separate lots, and that they are to remain as separate lots, subject to the previously recorded subdivision plan.

Conversely, if the deed is to effect an amalgamation (consolidation) of the lots into a single parcel, the deed should also so state. In either instance, all the applicable UPI numbers must be listed. A fee is paid for each UPI.

13. Can I still do a perimeter deed for a subdivided area, with excepted lots?

Yes...with all the UPI numbers set forth, and with the direction as to whether the conveyance is intended to cause an amalgamation of the lots. For example, an owner may convey a development to a successor developer by means of a perimeter description for the entire original tract, "Less However" the lots already conveyed out of the development, so long as all the UPI numbers are set forth and the deed clearly states whether it is intended to cause an amalgamation of the lots.

14. What UPI number is to be placed on a document when a lot owner grants a utility easement over or under a portion of owner's lot?

The UPI number for the lot.

15. As it relates to the recording of subdivision plans, how will UPI numbers be assigned, and fees levied?

Final approved subdivision plans are subject to inspection and UPI Certification prior to recording. Each approved lot on the plan shall be issued an UPI/property identification number (PIN) prior to recording. The \$20 fee will be due for each lot. It avoids initial rejection, it is suggested that prior to presenting the subdivision/plan for recording, the Tax Mapping Department be contacted in order that UPI/PIN numbers be issued and included on the plan prior to delivery to the Office of Tax Assessment/Mapping Department/UIP staff for UPI certification.

16. What UPI numbers are to be placed on a document when a lot owner grants an easement for a right-of-way to a neighbor?

The UPI number for the owner's lot. The deed should clearly state the purpose for the instrument; i.e. granting an easement or right-of-way.

17. 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 staff.

18. Single check – can the fee for the UPI number be included in the check to the Recorder of Deeds?

Yes. See § 7. of the Ordinance as it refers to Fees.

19. What is the effective date of the UPI Ordinance?

May 1st, 2009, and amended later by Ordinance 7-2015 effective January 29, 2016.
