ILR NOTIFICATION SYSTEM
FAQ

IOWA LAND RECORDS

Q What can the ILR Notification System do?

The ILR Notification System cannot prevent fraud, **but it can help you know about potential fraudulent activity sooner**, providing an opportunity to act quickly if a document is recorded without your knowledge. The ILR Notification System enables you to montor recorded documents that may include your name or other names you choose to monitor through your Notification Profile.

Q What do I need to create a Notification Profile?

Searching the Iowa Land Records site or using the Notification System requires a username and password. Follow the steps below to create your account. There is no cost to use ILR Search or the ILR Notification System.

Q How do I create a username on ILR Search?

- Visit iowalandrecords.org and select **Request an Account** in the upper-right corner. Choose either **Individual Account** or **Business Account**, depending on your needs. Complete and submit the application.
- Applications are processed from 8 a.m. to 5 p.m. Central time on business days. Applications submitted outside business hours are processed the next business day.
- After an application is approved, the applicant will receive an email from no-reply@iowalandrecords.org with the subject **Set Your Iowa Land Records Password**.
- Use the email link to set up your username and password. The link expires in 24 hours.
- If you see a message that the username already exists, please select a different username.
- Usernames must contain at least six characters and may only include letters and numbers (no spaces or symbols). Email addresses cannot be used as a username.
- Passwords must be 14 to 50 characters and include uppercase and lowercase letters, at least one number, and at least one special character. Allowable special characters include $ @ ! % * ? & # _) or spaces.

Q How do I use ILR Search?

Name and organization searches require an exact match. However, you may use an asterisk "*" (Shift + 8) as a wildcard character at the end of a character string to turn your search into a "starts with" search.

The table below shows how the search results work with and without the wildcard asterisk "*" (Shift + 8). Please note the ILR Notification service will use this same logic in matching the name(s) you want monitored:

USER INPUT - Name Searched	**SYSTEM OUTPUT - Search Results**
First Name Search: **Barb**	Barb
First Name Search: **Barb***	Barb, Barbara
Last Name Search: **Peters**	Peters
Last Name Search: **Peters***	Peters, Petersen, Peterson
Organization Name Search: **Smith Family Farm**	Smith Family Farm
Organization Name Search: **Smith Family Farm***	Smith Family Farm, Smith Family Farms, Smith Family Farm LLC, Smith Family Farms, Inc.

How do I create an ILR Notification Profile?

You can create a notification profile in two ways.

- **Option 1** - Run a Name Search.
  - Navigate to a Name Search to run an active search on the individual or business name you would like to monitor.
  - From the Name Search results, identify a name you want to monitor and select **Create Notification Profile** in the upper-right corner.
  - On the next screen, review and update the information for accuracy and completeness.
  - Use the profile name to find and edit the profile later.
  - Select the name type based on whether you want to monitor an individual or business name.
  - Select All Counties or choose the counties you want to monitor from the drop-down menu. You may select any number of counties. (It is recommended to select the counties where the individual, business or property is located).
  - Select Save Profile.

- **Option 2**
  - From the left-hand navigation in the Search application, select **Create Notification Profile**.
  - Create a profile name that describes what you are monitoring for your reference.
  - Select the name type based on whether you want to monitor an individual or business.
  - Complete all fields on the next screen.
  - Select All Counties or choose the individual counties to be monitored from the drop-down menu. You may select any number of counties. (It is recommended to select the counties where the individual, business or property is located).
  - Select Save Profile.

HELPFUL NOTE:
Before creating a notification profile, search the ILR site for each name you want to monitor.

- This helps you confirm that existing records are being found and observe how the name is indexed. Successful name searches can then be used directly to create a Notification Profile.
- When creating a Notification Profile, select the counties associated with the individual, business or property location.

Q How many profiles can I create?

A single user can have up to nine **Notification Profiles**. You may use these nine Notification Profiles to monitor multiple names.

Q How will I be notified of a match?

- When a recorded document is transferred to ILR that matches one of your Notification Profiles, an email is sent to the address associated with your username. Notification emails are sent the next day.
- The email comes from support@clris.com with the subject **Iowa Land Records Notification**.
- Notifications will be sent for documents recorded or updated after the Notification Profile is created.
- Notifications will be sent for documents recorded or updated in the last year if Iowa Land Records receives new or corrected information from the county after your Notification Profile was created.

Q What should I do with the information in the notification email?

If the recorded document is a match for your Notification Profile, log in to Iowa Land Records and easily download or print the image for your records using one of these methods:

- **Option 1**
  - Select **See Notification History** from the menu, and then click on the line for the notification you wish to review. A page of brief details will appear, and you can click on the **Unique Document Code** to view full details and download the *PDF.

- **Option 2**
  - Select **Reference Search**.
  - Select the county.
  - Select either **Book and Page** or **Reference Number**, based on the information in the notification email.
  - Enter the recording information from the email.
  - When the index appears, review the party information.
  - To view the image, select the *PDF icon on the right.

HELPFUL NOTE:
If the ***PDF icon** is missing or not clickable, the county may not have transferred the image to ILR or a mandatory redaction may not be complete. The document may take up to two business days to process for the redaction of personally identifiable information (PII). All documents are checked for PII before becoming public.

Consult with an attorney, or any referenced financial institution, if the document is a match for your Notification Profile and you do not have prior knowledge of the information or transaction.

Q What if I get too many false positive notifications? (And how can I receive more exact results?)

If you receive too many notifications that aren't relevant, consider editing existing Notification Profile(s) to do one or more of the following:

- If **All Counties** was selected in your Notification Profile, uncheck that option and select the relevant counties to be monitored.

- If ILR Notification Profiles include a partial name or initial (for example, a first name of "**J***"), consider expanding the name to be more specific (such as "**John***").

Q What if I sell my property or move?

Notification Profiles can easily be edited or deleted if you no longer need to monitor a particular name and county.

Q What if my information changes?

If your name, email or phone number changes, the information can easily be updated on your ILR profile. Your username cannot be changed. Notification Profiles are tied to your username.

Q How do I edit my ILR Notification profile(s)?

To edit a Notification Profile, select **My Notification Profiles**, and then edit on the profile you want to edit. Update the information and then select **Save Profile**.

Q Do ILR Notification usernames or profiles expire?

Usernames become inactive if you do not log in every 120 days. Please login regularly to keep your username active.

If your username becomes inactive, you will not receive notifcation messages.

Some usernames may be re-activated. Please contact support for assistance through our contact form.

Q Will I receive notifications for older recordings?

Notifications will be sent for documents recorded or updated in the last year if Iowa Land Records receives new or corrected information from the county after your Notification Profile was created.

Q Is there a fee to use the ILR Notification System?

No fees are associated with creating a username in Iowa Land Records Search or creating ILR Notification Profiles to monitor or search recorded documents.

Q Who should I contact if I have questions?

- **Contact an Iowa County Recorder** if you need help locating or understanding information about a recorded document. Find the appropriate recorder using the County Recorder Directory.
- **Contact Iowa Land Records** if you need technical assistance creating, updating or managing your Notification Profiles. Submit a question through our contact form.
- **Consider contacting an attorney, financial institution or other authorities** if you receive a notification about a recorded document involving your name or business and do not recognize the document.

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