ILR Notification System
How To Guide

Revised October 27, 2026

The Iowa Land Records (ILR) Notification System is a free service that allows individuals and businesses to monitor documents recorded through any of Iowa's 99 counties.

Use this guide to create ILR Notification Profiles, keep usernames active, and review next steps.

An Iowa Land Records username and password are required to use ILR Search and create ILR Notification Profiles. No fees are charged for these services. While a match does not necessarily indicate fraudulent activity, it can help bring unexpected recording activity to the user's attention sooner.

Request an Account
Already have an account? Log in to ILR

GUIDE OVERVIEW

- Log in to ILR Search - page 2
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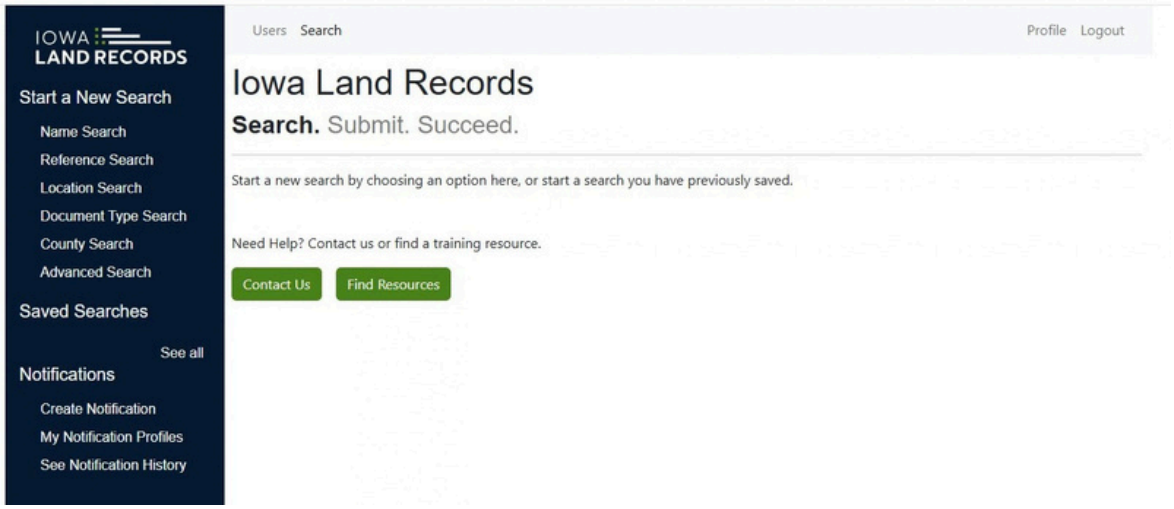
How do I request an account? (Users skip to Page 2)

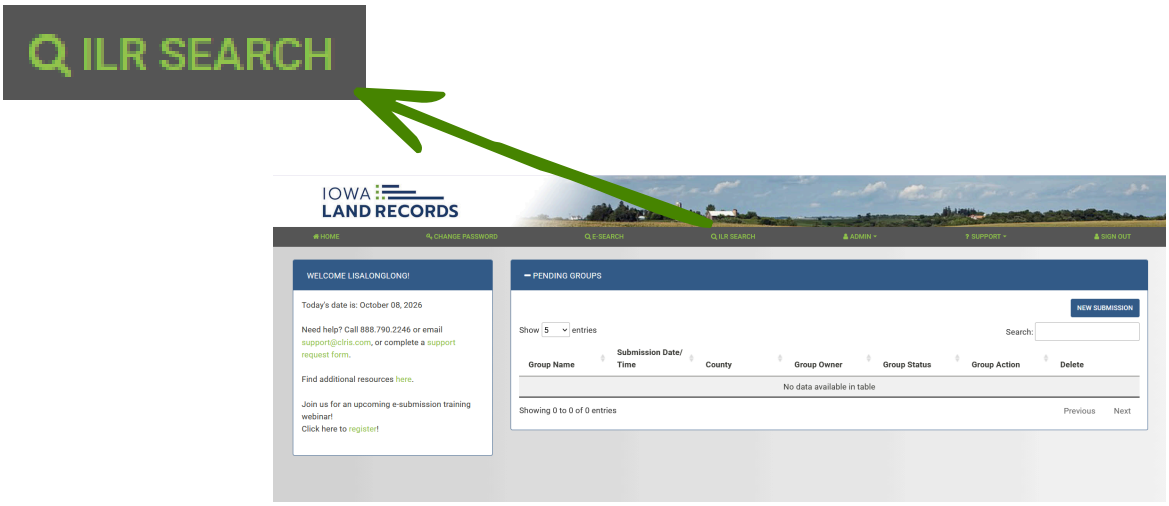
1. Go to **Request An Account at https://iowalandrecords.org/register.**
2. Choose **Individual Account** or **Business Account** based on your needs; for example, the general public should select **individual**. Complete and submit the application. Applications are processed from 8 am to 5 pm CT on business days. Any applications submitted outside of business hours are processed the next business day.
3. Watch for an approval email from no-reply@iowalandrecords.org with the subject Set Your Iowa Land Records Password.
4. Use the email link to set up your username and password. The link expires in 24 hours.
5. If you see a message that the username already exists, choose a different username.
6. Usernames must be at least six characters and can only include letters and numbers (no spaces or symbols). Email addresses cannot be used as a username.
7. 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.
8. Log in to Iowa Land Records to access **ILR Search**.

1 Account is active - Log in to ILR

Once your account is set up, log on to **iowalandrecords.org/cas/login**
As an ILR Search user, you will see the page below when you log on.



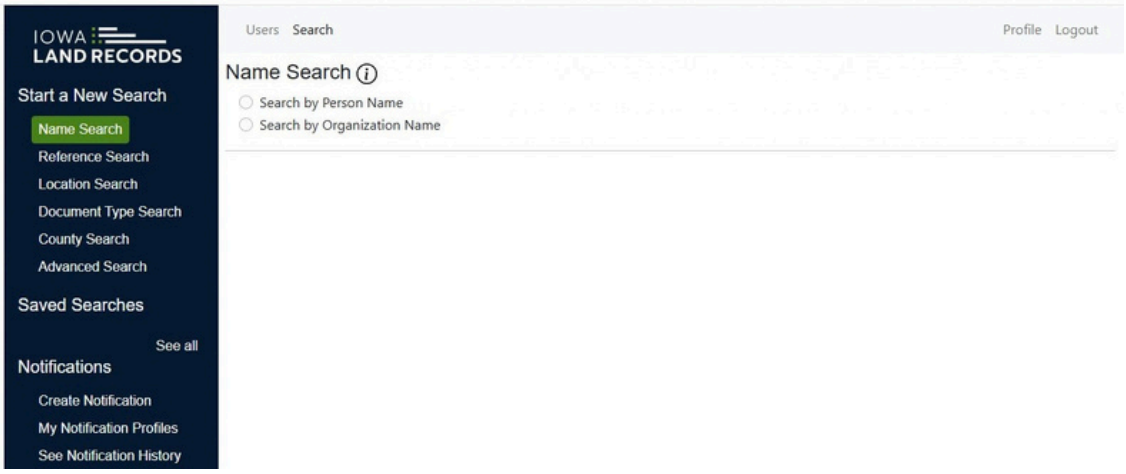
NOTE: If you log on and see a different page, you may be an E-Submission user or an Iowa County Recorder viewing the E-Submission dashboard. To navigate to the ILR Search application (pictured above), select **ILR SEARCH**.



2 NAME SEARCH
Test for results BEFORE creating notification

Use successful search results to guide the creation of your ILR Notification Profile. Search instructions are shown below.

1. Click on **Name Search** in the dark blue navigation bar on the left-hand side
2. Choose either individual or organization name, then **SEARCH** for each name you want to monitor for notifications.
3. Prepare to take notes of spelling, potential name variations and the counties associated with the names you want to monitor.
4. Review results to confirm that existing records can be found and note how the name appears. Follow instructions on the next page to improve search results.



(Continued) ABOUT NAME SEARCH

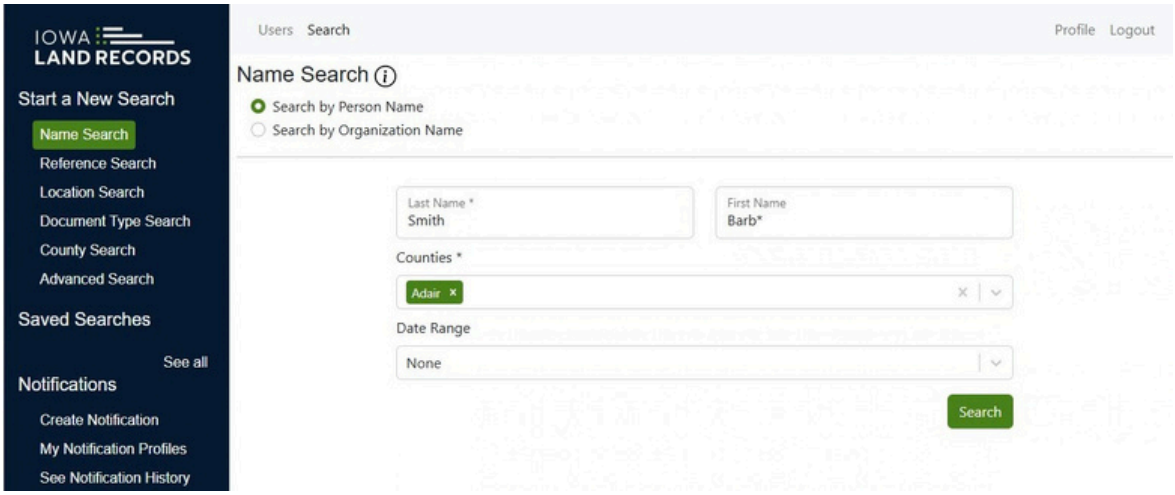
Name and organization searches require an exact match. However, you may use an asterisk as a wildcard character at the end of a character string to turn your search into a “starts with” search.

The table below shows how the search results work with and without the wildcard asterisk “*” (Shift + 8). Please note that 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

NOTE

- You can select up to five counties.
- You do not need to enter a date range.
- First & last names are required for creating a person notification profile.



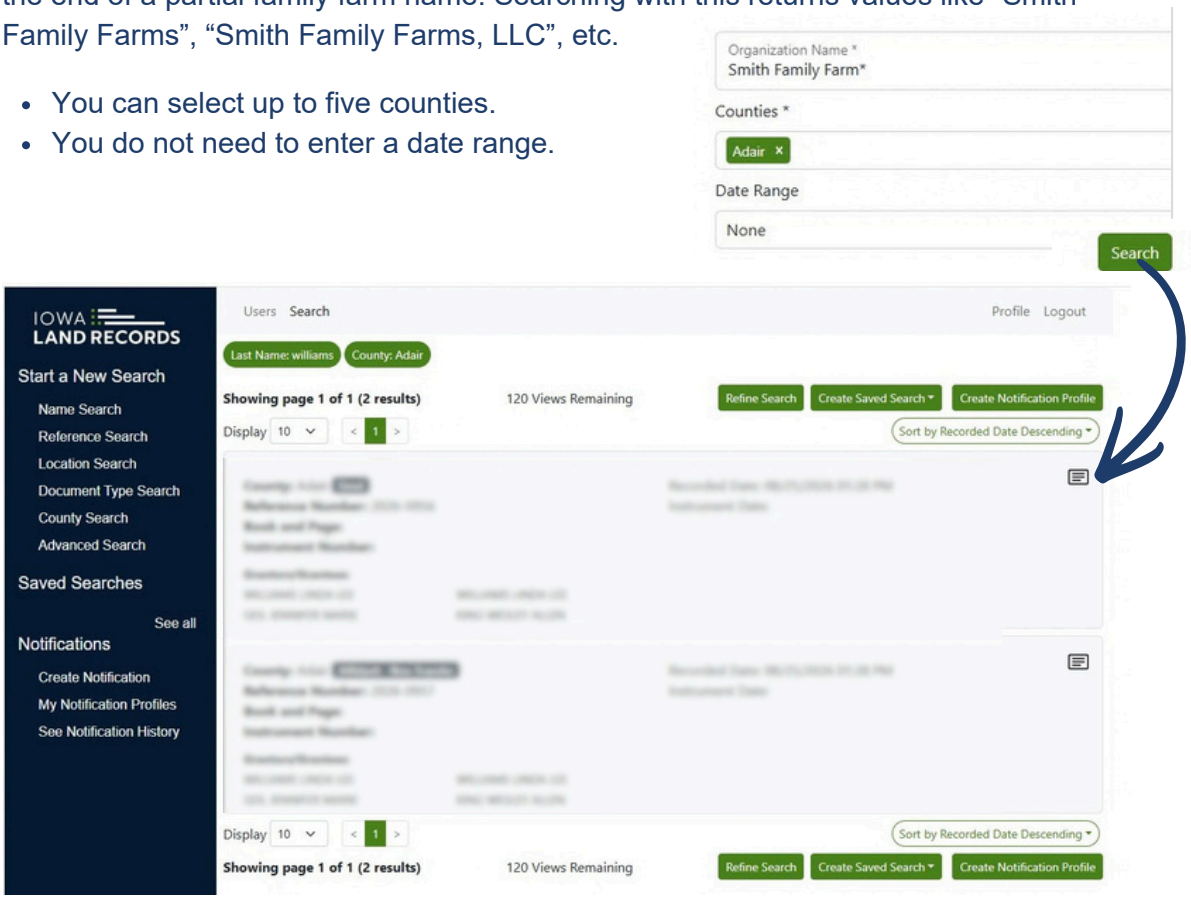
(Continued) ABOUT ORGANIZATION SEARCH

Organization searches require an exact match. However, you may use an asterisk "*" (shift + 8) as a wildcard character to turn your search into a "starts with" search. The ILR Notification System will use this same logic when matching Notification Profile name(s). The table below shows how the search results work with and without the wildcard asterisk (*).

USER INPUT - Name Searched	SYSTEM OUTPUT - Search Results
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.

The image below is a sample of an **Organization Name** search using the wildcard at the end of a partial family farm name. Searching with this returns values like "Smith Family Farms", "Smith Family Farms, LLC", etc.

- You can select up to five counties.
- You do not need to enter a date range.



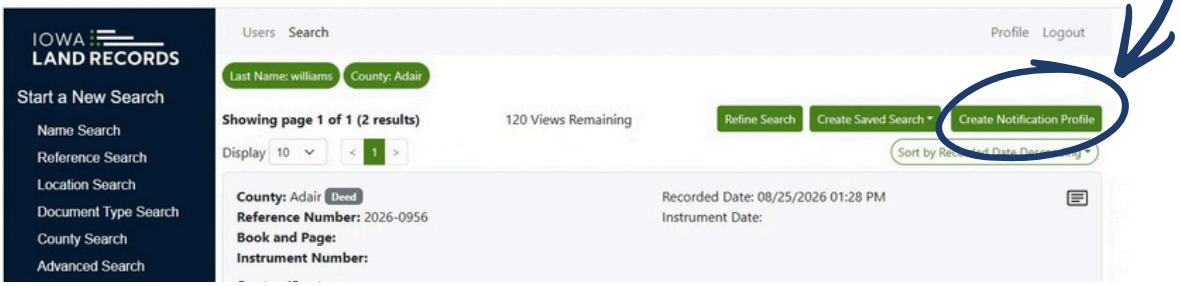
3 Create ILR Notifications

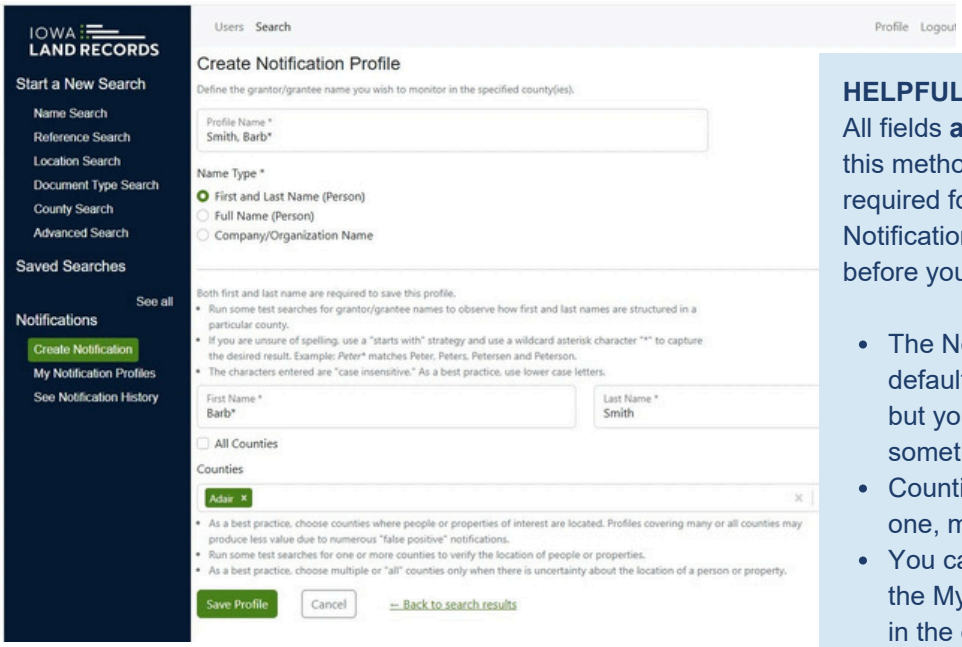
There are two ways a user can create Notification Profiles. One method is through a successful Name Search from the results page. Or you can start from scratch by using the **Create Notification** tool found on the blue navigation bar.

a. From Name Search Results

- When your search correctly returns the name you want to monitor, select the green **Create Notification Profile** button on the search results page (see image below).

Recommended: Creating a profile from your search results lets you verify the name criteria results before saving a Notification Profile for more accurate monitoring.





HELPFUL NOTE:
All fields **are not** populated through this method. First & last names are required for creating a person Notification Profile. Review ALL fields before you click **Save Profile**.

- The Notification Profile name defaults to your search criteria, but you can change this to something more meaningful.
- Counties can be edited to monitor one, more or all on this page.
- You can view saved profiles on the My Notification Profiles page, in the dark blue navigation menu on the left.
- **Remember to use the Save Profile button to save your profile.**

Create ILR Notifications

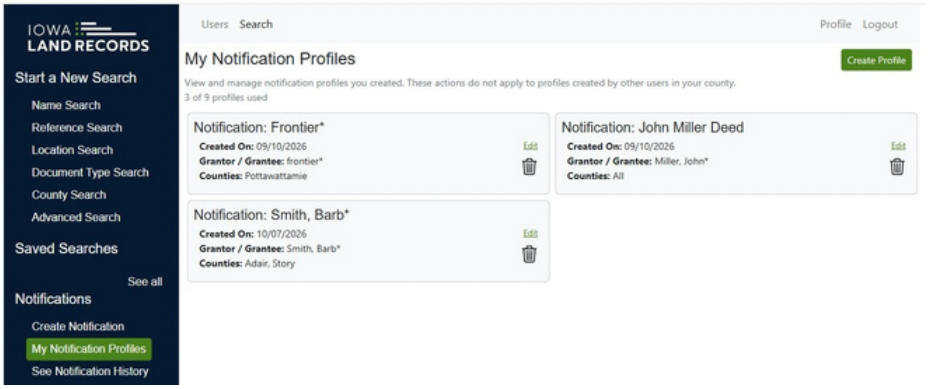
b. from the Create Notification tool on the ILR Search Home page.

- Click on **Create Notification** from the navigation menu on the left.
- Enter a profile name, then select the name type by person or organization.
  - Notifications are based on Name Search and wildcards may need to be applied. Refer to pages 4-5 for examples.
- Click **Save Profile.**

4 Manage Saved Notifications

Once your notifications are created, click on **My Notification Profiles** to view all saved profiles.

Each profile has an **Edit** and **Delete** action icon that allows you to update or remove the information saved. Please note each user is limited to nine Notification Profiles.

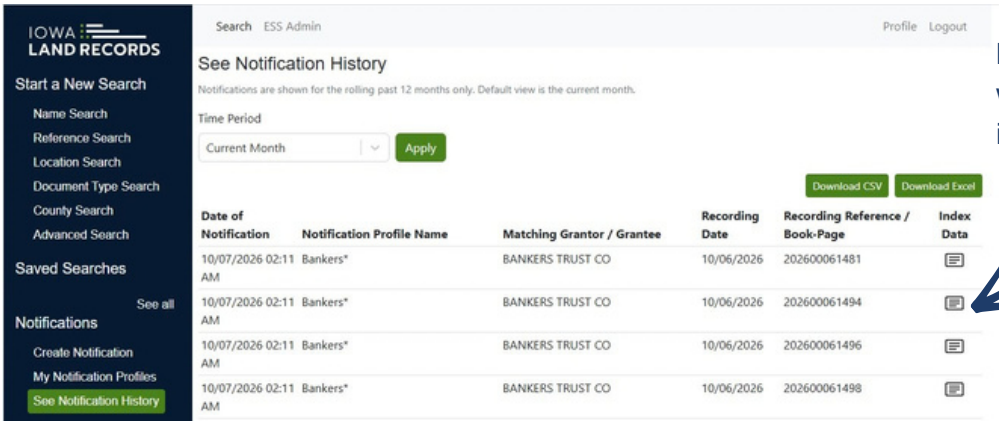


View Information in Notification History

Notification History shows past matches across all your Notification Profiles. By default, it displays the current month. Use the **Time Period** filter at the top of the page to select a different date range. View more information about the image by selecting the **Index Data** icon.

HELPFUL NOTE: Counties identify recorded documents by Book and Page, Reference Number, or both. Depending on the county, a result may display one or both.

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.

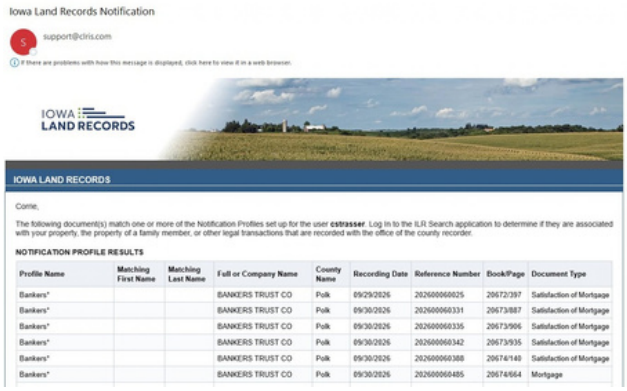


Index Data icon will show more information.

5 Review Email Notifications

When a recorded document matches one of the Notification Profiles, an email is sent to the email address associated with your username.

Sender: support@clris.com
Subject: Iowa Land Records Notification


Iowa Land Records Notification

support@clris.com

If there are problems with how this message is displayed, click here to view it in a web browser.

IOWA LAND RECORDS

IOWA LAND RECORDS

Corrie,

The following document(s) match one or more of the Notification Profiles set up for the user **cstrasser**. Log in to the ILR Search application to determine if they are associated with your property, the property of a family member, or other legal transactions that are recorded with the office of the county recorder.

NOTIFICATION PROFILE RESULTS

Profile Name	Matching First Name	Matching Last Name	Full or Company Name	County Name	Recording Date	Reference Number	Book/Page	Document Type
Bankers*			BANKERS TRUST CO	Polk	09/29/2026	202600060025	20672/397	Satisfaction of Mortgage
Bankers*			BANKERS TRUST CO	Polk	09/30/2026	202600060331	20673/887	Satisfaction of Mortgage
Bankers*			BANKERS TRUST CO	Polk	09/30/2026	202600060335	20673/906	Satisfaction of Mortgage
Bankers*			BANKERS TRUST CO	Polk	09/30/2026	202600060342	20673/935	Satisfaction of Mortgage
Bankers*			BANKERS TRUST CO	Polk	09/30/2026	202600060388	20674/140	Satisfaction of Mortgage
Bankers*			BANKERS TRUST CO	Polk	09/30/2026	202600060485	20674/664	Mortgage

HELPFUL NOTE:
Counties identify recorded documents by Book and Page, Reference Number, or both. Depending on the county, a result may display one or both.

- Images may not be immediately available for review.
- All documents on the ILR site are checked for Personally Identifiable Information before being made public.
- Contact the county recorder if the image is needed immediately.

1. Review the name, county and recording information listed in the email.
2. Determine if the information could relate to the individual or business name you're monitoring.
3. Log on to ILR to view the record.

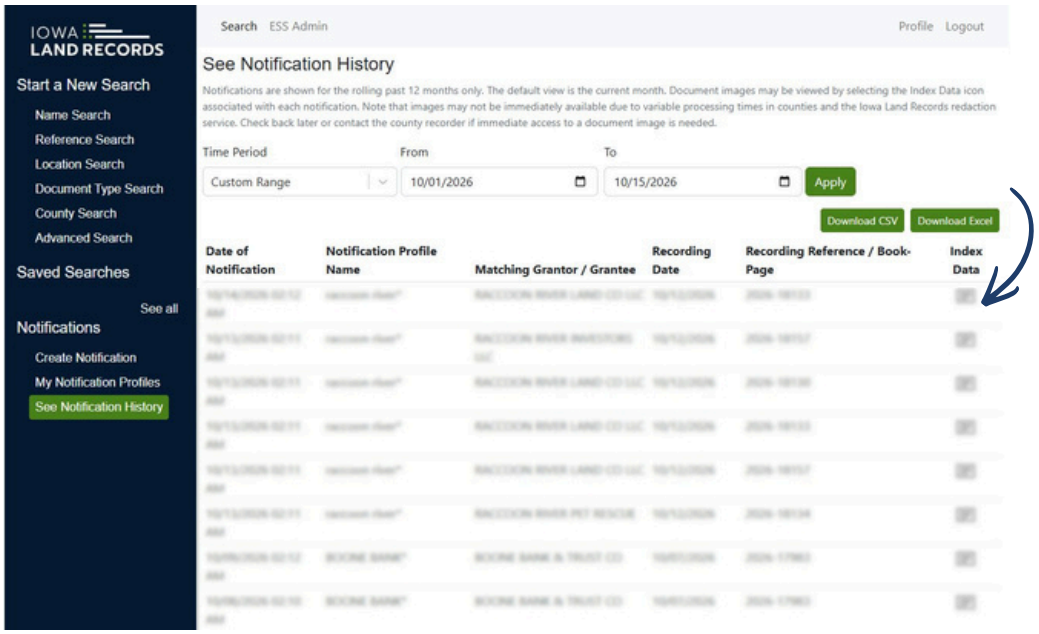
Notifications will be sent for documents recorded or updated after the Notification Profile is created. Notifications will be sent for documents recorded or updated in the last year if Iowa Land Records receives new or corrected information from the county after your Notification Profile was created. There are three ways to review a document. Continue to the next page for examples.

(Continued) Review Email Notifications

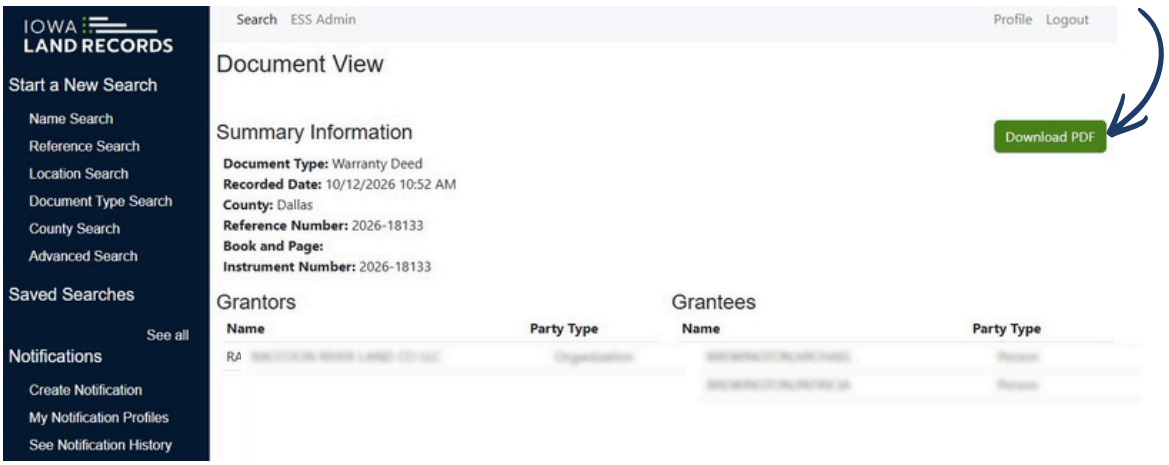
There are three ways to look the document.

a. Review by **Notification History**

- Log in to ILR Search and select **See Notification History**.
- Update to a custom date range if needed.
- Select the **Index Data** icon as shown below to open a page of basic information.



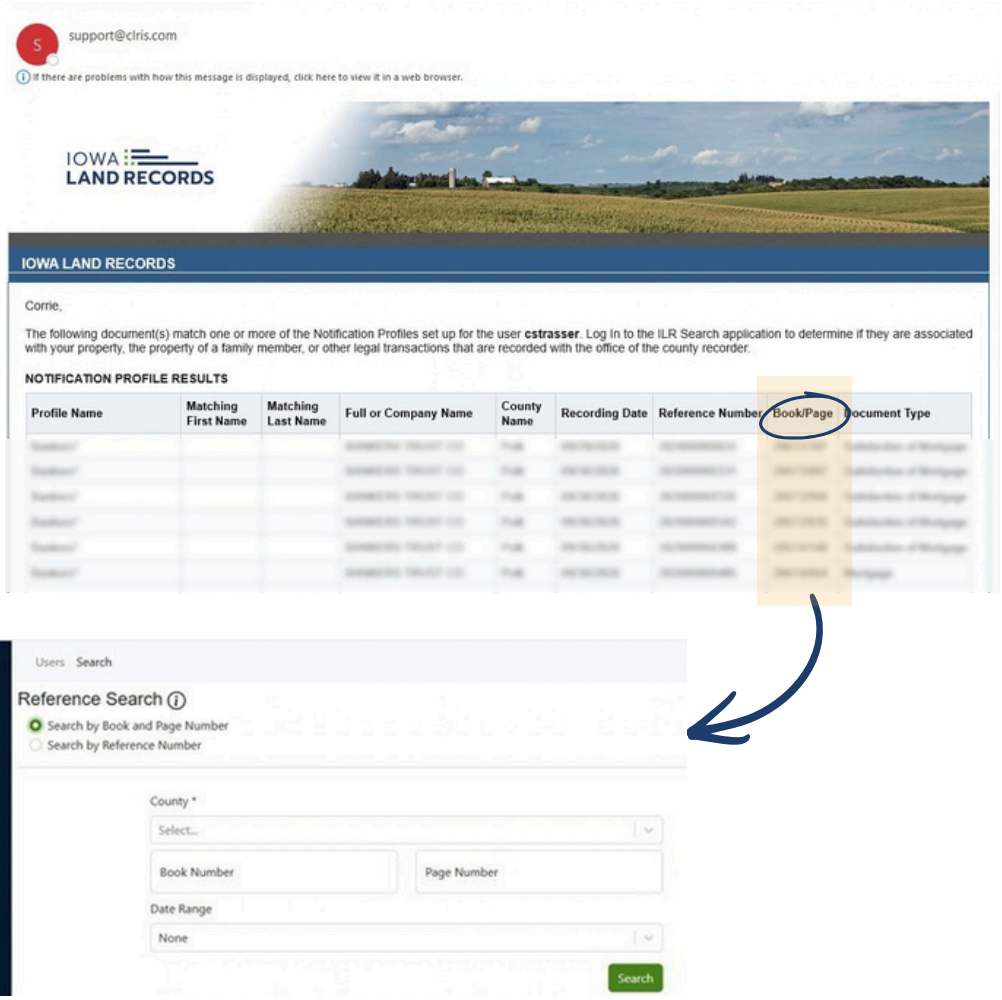
- Once in **Document View**, select the **Download PDF** icon to download the document.



(Continued) Review Email Notifications

b. Review by **Book & Page** in ILR Search

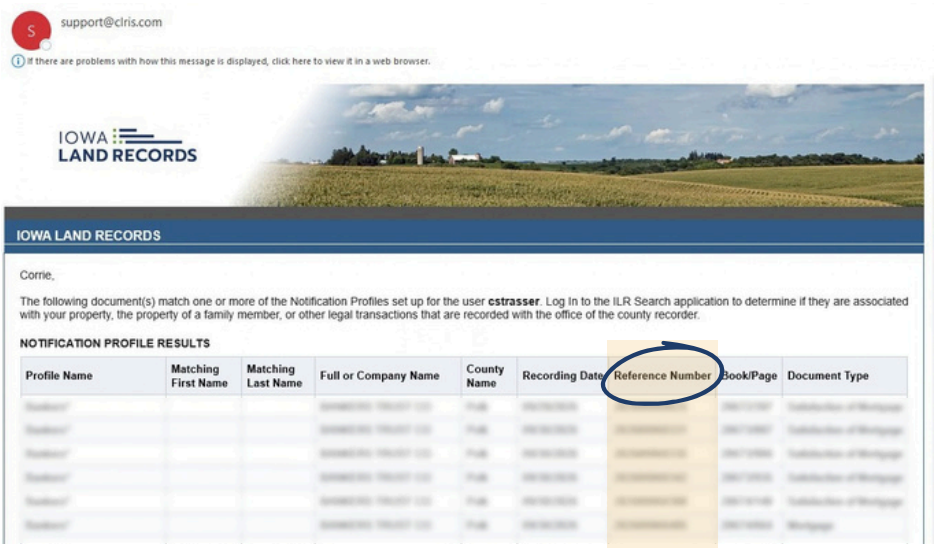
When a recorded document matches one of your notification profiles, note the county listed and the book/page number or reference number. Use this information to locate the document in ILR Search for review.

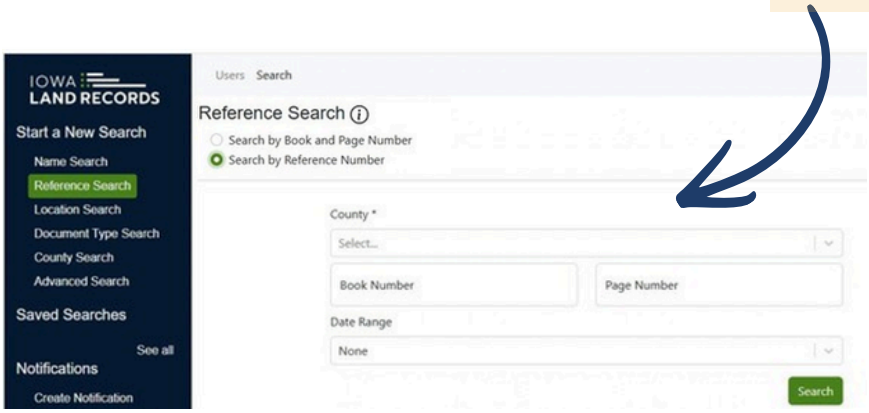


(Continued) Review Email Notifications

c. Search by Reference Number in ILR Search

When a recorded document matches one of your notification profiles, note the county listed and the book/page number or reference number. Use this information to locate the document in ILR Search for review.

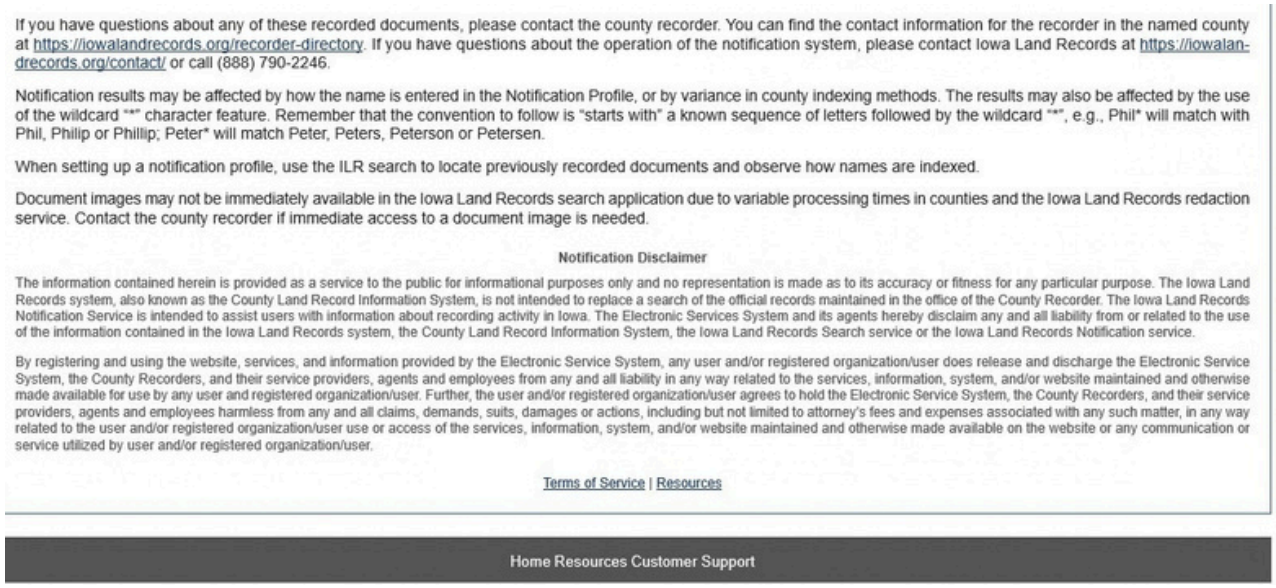




6 Review and Next Steps

For county-specific assistance, find the recorder for the county where the document was recorded or where the individual (or business) is located in the **Recorder Directory**.

Links to the Recorder Directory, training resources and other important information are included in the notification email below the reference table of recorded documents.



If you have questions about any of these recorded documents, please contact the county recorder. You can find the contact information for the recorder in the named county at https://iowalandrecords.org/recorder-directory. If you have questions about the operation of the notification system, please contact Iowa Land Records at https://iowalandrecords.org/contact/ or call (888) 790-2246.

Notification results may be affected by how the name is entered in the Notification Profile, or by variance in county indexing methods. The results may also be affected by the use of the wildcard "*" character feature. Remember that the convention to follow is "starts with" a known sequence of letters followed by the wildcard "*", e.g., Phil* will match with Phil, Philip or Phillip; Peter* will match Peter, Peters, Peterson or Petersen.

When setting up a notification profile, use the ILR search to locate previously recorded documents and observe how names are indexed.

Document images may not be immediately available in the Iowa Land Records search application due to variable processing times in counties and the Iowa Land Records redaction service. Contact the county recorder if immediate access to a document image is needed.

Notification Disclaimer

The information contained herein is provided as a service to the public for informational purposes only and no representation is made as to its accuracy or fitness for any particular purpose. The Iowa Land Records system, also known as the County Land Record Information System, is not intended to replace a search of the official records maintained in the office of the County Recorder. The Iowa Land Records Notification Service is intended to assist users with information about recording activity in Iowa. The Electronic Services System and its agents hereby disclaim any and all liability from or related to the use of the information contained in the Iowa Land Records system, the County Land Record Information System, the Iowa Land Records Search service or the Iowa Land Records Notification service.

By registering and using the website, services, and information provided by the Electronic Service System, any user and/or registered organization/user does release and discharge the Electronic Service System, the County Recorders, and their service providers, agents and employees from any and all liability in any way related to the services, information, system, and/or website maintained and otherwise made available for use by any user and registered organization/user. Further, the user and/or registered organization/user agrees to hold the Electronic Service System, the County Recorders, and their service providers, agents and employees harmless from any and all claims, demands, suits, damages or actions, including but not limited to attorney's fees and expenses associated with any such matter, in any way related to the user and/or registered organization/user use or access of the services, information, system, and/or website maintained and otherwise made available on the website or any communication or service utilized by user and/or registered organization/user.

Terms of Service | Resources

Home Resources Customer Support

QUESTIONS?

Contact ILR Support for help with your account or to request reactivation of an inactive username through our **contact form**.