First you will go to our website (Navajo County Website). Hover over Departments.

A list will drop down, click on Recorder.
Click on **Search Recorded Documents**.

Select **Arizona** for the State, and **Navajo** for the County. Click **Go**.
Select Yes, I Accept.

If you know the Reception/Recording Number, select Open Document.
Where it says **Enter Reception Number** you will enter the Recording/Reception Number. Click on **Open Document**.
The Book Type will show you the Docket/Plat/Survey. Then you will Select your Book Number and Page Number. Click **Open Document**.
If you just know the name of the person or the business name or a legal description, click on **Search**.

**Note:** Documents recorded prior to April 1995 will not have images available.
Only one field can be searched at a time. For a business, you can either enter the complete name in the Last Name field or you can select Business Name, and enter the name of the business in the field provided (Please see image below). (Note: Do not include – LLC, PLLC, INC, etc. in your search.) Then select Execute Search.
If you are looking for a person, enter the person’s last name in the Last Name field, and their first name in the First Name field. Then select Execute Search.

You will see a box that says, Current Page .... (1) of (18) The first page will be the oldest documents. The last page will be the most recent documents.
Once you know the document that you would like to view. Click on the Blue Underlined Number. The number that shows is the Reception Number.

When you click on the number, it will bring you to this page. This page identifies the Document Identifier/Book and Page number, when it was recorded, what type of document it is, and the page count. It also tells you the Grantor/Grantee further down the page. If you would like to view the document, click on View Image.

On this page, you will see the document. If you would like to print this page, click on Printable Page.

If the document is more than 1 page, you will need to click on Next Page and then click on Printable Page again. Do this for all pages you are wanting to print. (See image below.)
Notice the box in the middle of the page, it says 2. You will know what page you are on by this box.

If you want to go back and look at more pages, to the left you will see Results. Click on this and it will take you back to the list you previously searched. If you need to search for a different set of criteria, you can click on Open Document, or Search.