

UPI Frequently Asked Questions

Why have a UPI Ordinance?

By initiating this Ordinance, the County looks to bring uniformity to all parcels and a better linkage between the offices that work with land records. Also, the UPI will become a searchable item in the Recorder of Deeds Office. This will help the public and professionals by linking deeds, plats, and parcels so that it's easier to search land records.

What is UPI?

UPI stands for Uniform Parcel Identifier. A UPI number is a series of numbers and sometimes letters that identifies each separate parcel of real estate in Mercer County. The UPI number will allow the identification of a particular parcel of real estate by number, instead of having to describe it by a long legal description. People 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 Mercer County is already assigned a number. That is its tax assessment parcel number, also referred to as a map or parcel number. The UPI number for each parcel of real estate will be the same as its current tax assessment parcel number.

What documents need a UPI prior to recording?

Any document that is related to real estate – deeds, mortgages, satisfactions, right of ways, easements, leases, solar leases, clean and green applications and terminations, Power of Attorney to sell specific real estate, bankruptcy notice or order, etc. must have a UPI number. Exceptions are a Will, a General Power of Attorney, or a Deed of Dedication to a municipality for a road.

What does a UPI number look like?

UPI number is in this format: 00 000 000 or 1 A 1

The UPI number is made up of the district-map-parcel number. As indicated, some UPI numbers have a letter, in addition to numbers.

Who assigns UPI numbers?

The Mercer County Tax Assessment Office assigns new UPI numbers, and certifies existing UPI numbers on documents to be recorded.

Why must I have a UPI number certified?

A UPI number is certified in order to ensure that the number on the deed or other instrument matches the County's records for the parcel of real estate involved, the listed owners of that real estate, etc. Since people will be able to search real estate records by UPI number, the County needs to ensure that the number is correct BEFORE the instrument is recorded.

Where do I get a UPI number certified?

The Mercer County Tax Assessment Office located on the ground floor of the Mercer County Courthouse, 125 S. Diamond St., Suite 4, Mercer, PA 16137.

How quickly will UPI certifications be made?

The Assessment Office intends to promptly respond to all certification requests. When all documentation is in proper order, certification should be completed within one day. However, it is anticipated that certification will normally take place immediately upon receipt of a document, depending upon the number of people making a request at the same time.

How will mailed instruments be handled?

The Assessment Office will pick up mailed instruments from the Recorder of Deeds Office daily. The Assessment Office intends to respond within one day. Should an instrument(s) be rejected, the instrument will be mailed back with an explanation form as to the reason for rejection. Both the Assessment Office and the Recorder of Deeds Office will review documents before returning them by mail, so as to minimize the occurrence of a document being rejected by one office, corrected, and then being rejected by the other office.

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

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

Space for UPI Certifications.

The UPI stamp will be placed in the vicinity of the UPI number(s), which is on the top of the first page of the instrument/document. In order to avoid covering any part of the document, a minimum 2" square of space should be allotted at the top of the first page.

What is the fee?

\$20 per Parcel Number

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

No. A separate \$20 UPI fee must be paid for each number referenced by the instrument.

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 Assessment Office.

Can the fee for the UPI number be included in the check to the Recorder of Deeds?

No. The fee for UPI should be a separate check made payable to the Mercer County Tax Assessment Office.

What is the effective date of the UPI Ordinance?

January 5, 2026