

## Land Recording Office - step by step

### Step 1 - Create a profile/log in on the LRO

Go to the Land Recording Office [LRO] <https://lro-sa.co.za/login> you should already have a profile if you generated your documents with us.

### Step 2 - Upload your documents for recording

You will need the following documents to upload:

- **Universal declaration**
- **2 x Witness testimonies**
- **Selfie picture** (as previously described - you can use the same one)
- **ID card/document** - Take a picture with your cell phone, make sure its clear and cropped - as a .jpeg file.
- **Proof of address**:- You can use any account, bank account, bill, etc. It must have your name and street address that you put on the Universal Declaration - save this document as a .pdf file.
- **Thumb prints**:- The picture you took of your few right thumb prints on a white background - as a .jpeg file.

On the home page select Document categories

Select the documents you would like to record and publish

- *Your options: 528 [Status Correction] / 928 [Emancipation], Personal, Public Notices, etc*

On the recording you have selected upload your files and then add to cart, and pay.

### Here is a short video explaining the process:

<https://youtu.be/JdIMsvGPNBk>

It takes about 3 weeks to check and verify your documents.

If you are having problems uploading your documents, email your documents to: [documents@lro-sa.co.za](mailto:documents@lro-sa.co.za)

- The LRO team will upload, record and publish your documents. Once completed they will email your direct link to your publication.

### Congratulations!

*You now have a public recording of your status correction!*

