

Office of Land Survey
Department of Licensing and Regulatory Affairs
P.O. Box 30254, Lansing, MI 48909

Land Corner Recordation Certificate (LCRC)
Electronic Transmission

Naming Convention

Each LCRC image must be named based on its location and recording date

Town	Range	Corner or Other Code	Recording Year	Recording Month	Recording Day	Page
##a	##a	a## or ###	####	##	##	#
02n	01w	m13 or 017	1997	12	02	1

Example: **02n01wm13199712021**

All files must be encoded as a tagged image file format, i.e., "tif" format.

NOTE: It is **important** that the extension be all lower case "t" in ".tif"

The complete file must be delivered as a continuous name.

Example: **02n01wm13199712021.tif**

Office of Land Survey
Department of Licensing and Regulatory Affairs
P.O. Box 30254, Lansing, MI 48909

Land Corner Recordation Certificate (LCRC)
Electronic Transmission

Upload

Data Exchange Gateway

Link: <https://dxgweb.state.mi.us>

Upload Message

Mailbox: OLSLCRC

Application ID: 30HIL014

County No.	3 Letters in Username	Grant Year
##	AAA	###
30	HIL	014

Transfer Mode: Binary

All individual image files must be contained in a single compressed (zipped) file folder before they are loaded onto the Data Exchange Gateway, i.e., we will only download a single compressed (zipped) file folder from the county containing all of the images for the grant year and will **not** download individual images.

All work completed by the county should be held by the county and submitted at the time they submit their completion report. Work does not get reviewed until the completion report is filed and it is not the Office of Land Survey's responsibility to maintain the county's work files or records throughout the year.