

Image Specifications, File Format Specifications and Security Requirements

Westchester County, New York

Image Specifications:

- Documents must be scanned at a minimum 200dpi and recommended 240dpi as a black and white image.
- Documents must be scanned in portrait mode.
- Document images must be captured as multi- page Group IV TIFF images or Portable Document Format (PDF)
- Scanned documents must be legible and reproducible. Legible in this instance means a clear, readable image – including signatures and notary seals – and in which all portions of each page are captured.
- Document font size must meet Property Records Industry Association (PRIA) minimum standards.
- Documents must be scanned to original size.

Data File Format Specifications:

- Submitters Using PREP Web Services: Extensible Markup Language (XML)

Security Requirements:

- Data and images will be transmitted using **Secure Sockets Layer (SSL)**, in order to provide transport level security over the Internet.
- Use user id and password for user authentication. Passwords should comply with a strong password policy.