

Request for Copies of Recorded Documents

Payment must be received before copies can be released. Please send this form along with payment to: Archuleta County Clerk, P O Box 2589, Pagosa Springs, CO 81147

Reception Number(s): _____

Book and Page Number(s): _____

Date of Recorded Document: _____

Grantor(s) Name(s) _____

Grantee(s) Name(s) _____

Certified YES or NO? If yes, please add an additional \$1.00 per document.

Fax YES or NO? If yes, please add an additional \$4.00 up to 10 pages maximum and an additional \$4.00 for each fax there after if the request is more than 10 pages.

Fax Number: _____.

Recorded documents are \$0.25 per page. Extra large (older books) are \$1.25 per page.

Plat copies (24x36) \$5.00 per sheet, larger \$10.00 per sheet.

Please include a self-addressed, postage paid envelope. Also make sure the envelope is of the correct size to accommodate the documents.

All requests received will be reviewed and processed within 3 business days. Cash or checks are the accepted form of payment. At this time, we do not accept credit cards.