



# Humboldt County Clerk-Recorder

Kelly Sanders

## Official Record Copy Order Request

There will be no in person ordering for official record copy requests. Official records (purchase of copies) submitted through the mail (USPS, UPS, FedEx) with a check or money order will be processed. Completed requests will be returned through the US mail or by email upon request.

**This form must be completed and submitted with each copy order request.**

Name: \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_

Mailing address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

(Mark one) Return my copies by:    Email        US mail

Book & Page or Document Number	Book Title/Type	Document Type	Name(s) on Document	Pages Requested	Certified Yes/No

### COPY FEES

#### Documents

First page                    \$2.00  
Each additional page        \$1.00  
Certification (if requested) \$2.00  
*Certified copy can NOT be Emailed.*

#### Maps

First page                    \$7.00  
Each additional page        \$5.00  
Certification (if requested) \$2.00

Please make check or money order payable to: Humboldt County Recorder

Note: If you are not sure what the recording fee will be, you may leave the check amount blank and print "check not to exceed \$ \_\_\_\_\_" below the amount line to be completed when the documents are processed.