



# REQUEST FOR COPIES

Official Records/Book of Deeds/ Fictitious Business Documents/Maps

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

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Copy Fee: \$3.00 first page, \$1.00 for each additional page for each document and \$1.00 for certification  
\$3.00 Shipping and Handling Fee (For document copies and map copies)

Document # (For documents recorded after 1980)	or	Book & Page (For documents prior to 1980)	Date Recorded:	# of Pages	Certified: Check box to request copy certification
_____		Bk. Type: _____ <b>Bk.</b> <b>Pg.</b> _____	_____	_____	<input type="checkbox"/>
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_____		Bk. Type: _____ <b>Bk.</b> <b>Pg.</b> _____	_____	_____	<input type="checkbox"/>
_____		Bk. Type: _____ <b>Bk.</b> <b>Pg.</b> _____	_____	_____	<input type="checkbox"/>
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_____		Bk. Type: _____ <b>Bk.</b> <b>Pg.</b> _____	_____	_____	<input type="checkbox"/>
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_____		Bk. Type: _____ <b>Bk.</b> <b>Pg.</b> _____	_____	_____	<input type="checkbox"/>

Request for copy of FICTITIOUS BUSINESS NAME filing:			
File Number:	Name of Business/Owner:	Date filed:	Certified:
_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>

Map Copy Fee: 11x17 and 8.5x11-\$3.00 first page, \$1.00 for each additional page for each map  
18x26 and Historical size maps \$5.00 first page and \$2.50 for each additional page

Request for copy of MAPS:				
Map Types & Abbreviations: Parcel Map (PM) Subdivision Map (SUB) Record of Survey (RS) Assessment Map (ASMT)				
Circle Map Type For Each Map	Book & Page	Date Recorded	# of Pages	Circle Size For Each Map
PM SUB RS ASMT	/			18x26    11x17    8.5x11
PM SUB RS ASMT	/			18x26    11x17    8.5x11
PM SUB RS ASMT	/			18x26    11x17    8.5x11
PM SUB RS ASMT	/			18x26    11x17    8.5x11

### Historical Maps

Name of Map	Year of Map
Name of Map	Year of Map

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Clerk: \_\_\_\_\_