

Wayne W. Williams
 Clerk & Recorder
 (719) 520-6202
 waynewilliams@elpasoco.com



Citizens Service Center – Suite 2201
 1675 West Garden of the Gods Road
 Mailing Address: P.O. Box 2007
 Colorado Springs, CO 80901-2007
 Web Site: <http://car.elpasoco.com>

OFFICE OF THE CLERK AND RECORDER

Recording Department: (719) 520-6200

REQUEST FOR RECORDED DOCUMENT COPIES

COPY FEES

Document Copies - \$0.25 per page
 Plat Map Copies - \$3.00 per page

Certifications - \$1.00 per document

***HANDLING FEES**

Handling fees apply to copy requests to be returned by mail:

1-10 Pages-\$1.25 (plus copy fee)
 11-20 Pages-\$2.00 (plus copy fee)
 21-60 Pages-\$2.50 (plus copy fee)

61-75 Pages-\$3.00 (plus copy fees)
 Over 75 Pages-**Contact our office at**
copyrequests@elpasoco.com for more information

Handling fees apply to plat map copy requests to be returned by mail:

1-2 Pages-\$3.00 (plus map copy fees)
 3 Pages-\$3.50 (plus map copy fees)

Over 3 Pages-\$6.50 (plus map copy fees)

Fax Fee-\$5.00 per order for copy requests to be returned by fax

OPR (Open Public Records) REQUEST INFORMATION

| Instrument Number Or Book and Page | # of Pages | Copy Fee X Per Page (\$0.25 documents, \$3.00 plats) | = | + Certified? Add \$1.00 | = Total Per Document |
|---------------------------------------|------------|--|-------|----------------------------|----------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | + _____ |
| _____ | _____ | _____ | _____ | _____ | + _____ |

Total # of Pages _____ **Total # of Map Pages** _____ ***Handling or Fax Fee** + _____
 (See above schedule)

PRINT name and address copies are to be returned to:

Total Amount Due

Name

Address

City/State/Zip

Daytime Phone Number

Please make check or money order payable to:
El Paso County Clerk & Recorder
 Mail Request and Payment to:

El Paso County Clerk & Recorder
Attn: Copies
P.O. Box 2007
Colorado Springs, CO 80901-2007

For credit or debit card payment email request to copyrequests@elpasoco.com or fax to (719)520-6971 and we will contact you for credit card information.

Requests received by 12:00 noon will be processed no later than 9:00 a.m. the following business day.

Fax Number or eMail Address (For requests to be returned by fax or email)