



# EL PASO COUNTY

Wayne W. Williams  
Clerk & Recorder

## OFFICE OF THE CLERK & RECORDER

Citizens Service Center  
1675 West Garden of the Gods Road  
(719) 520-6202  
waynewilliams@elpasoco.com

Mailing Address: P.O. Box 2007  
Colorado Springs, CO 80901-2007  
E-Mail Address: carweb@elpasoco.com  
Web Site: http://car.elpasoco.com

### 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 office at [recweb@elpasoco.com](mailto:recweb@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 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

**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 call (719) 520-6200.**

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Fax Number (For requests to be returned by fax)