



EL PASO COUNTY

Robert C. "Bob" Balink
Clerk & Recorder

OFFICE OF THE CLERK & RECORDER

Recording Department
Sandy Hook, Manager
sandyhook@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

Postage & 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)

61-80 Pages-\$3.00 (plus copy fees)
Over 80 Pages-[Contact office at recweb@elpasoco.com](mailto:recweb@elpasoco.com)
[for more information](#)

Postage & 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	X	Copy Fee Per Page	=	+ Certified? Add \$1.00	= Total Per Document
_____	_____		_____	_____	_____	_____
_____	_____		_____	_____	_____	+ _____
_____	_____		_____	_____	_____	+ _____
Total # of Pages	_____		Total # of Map Pages	_____	Postage & Handling Or Fax Fee	+ _____

PRINT name and address copies
are to be returned to:

Total Amount Due

Name

Please make check or money order payable to: **El Paso County Clerk & Recorder**

Address

Mail Request and Payment to

City/State/Zip

El Paso County Clerk & Recorder
Attn: Copies
200 S. Cascade Ave.
Colorado Springs, CO 80903

Daytime Phone Number

Fax Number (For requests to be returned by fax)