Date: Request ID: Phone:

Company: Preferred Method to Receive Records

Note: Requests for certified or exemplified copies of documents can only be fulfilled using the pickup or mail methods

Address to mail copies:

City: State: Zip Code:

E-Mail Copies To:

Official Records & Recorded Documents Copy Request Statutory Fees

Official Records or Recorded Documents	\$1.00 per page
Copies of Recorded Court Documents	\$1.00 per page
Plat Copies	\$5.00 each
Plat Tubes	\$3.50 each (holds up to 20 rolled pages)
Postage	Actual Cost *if applicable
Credit Card Convenience Fee	3.5% per order *non-refundable

Please try to be specific with your request to narrow our search and so we can respond to you quickly.

Last Name	First Name	Doc Type	Instrument or Plat #	Book	Page	
Brief note to the processing Clerk:						
Brief note to the process:	ing Cierk:					

Please return this form to our Customer Service Clerk, mail it to the address above or email it to OfficialRecords@hernandoclerk.org