



**Montgomery County Clerk
L. Brandon Steinmann**

OFFICIAL PUBLIC RECORDS COPY REQUEST

- All copy requests are subject to a 24-72 hour turnaround based on the date and time received, the availability of personnel, and the volume of work requested.
- Payment by check requires name, address and phone number on the check plus a legible copy of your identification. **DO NOT SEND CASH.**
- Please include a self-addressed, stamped envelope for sending your documents to you.

Date:	
Name:	
Address:	
City/State/Zip:	
Telephone Number:	Email address:

Fees: \$1 per page, add \$5 for certified copy.

	Instrument # or Book Type	Volume and Page Number	Number of Pages	C-Certified P- Plain	Amount Due
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Use additional forms if you have more documents to request.

ALL REQUESTS MUST BE SIGNED

Signature: _____

FOR OFFICE USE ONLY			
Order filled by:		Amount Due:	
Date filled:		Receipt #:	