



COPY REQUEST FORM

Kalie M. Work, Washoe County Recorder

Requestor Name:	
Date Requested:	
Phone Number:	Email Address:
Mailing Address:	
Total Amount enclosed: \$	Select Payment: Check Money Order Pay by Phone
Select method of receiving document(s) -- email or paper	<input type="checkbox"/> Email Email copies will be processed within 24-48 hours
	<input type="checkbox"/> Paper Paper copies will arrive at the mailing address provided within 5-10 business days

Complete all information in this section for Marriage Record(s) request	
Party 1: First and Last Name on Marriage Application	
Party 2: First and Last Name on Marriage Application	
Date of Marriage (if known)	License Application or Recording Number (if known)

Number of Certified Copies: \$15.00* each _____ **Total Cost \$** _____
Number of Uncertified Copies: \$1.00* each _____ **Total Cost \$** _____
Amount Due \$ _____

Complete all information in this section for Real Estate Record(s) request								
Document No. (1964-present)	Book & Page	Year (pre-1964)	Type of Document	No. of Pages	No. of Copies	Certified (Select Yes/No)		Fee
						Yes	No	
						Yes	No	
						Yes	No	
						Yes	No	

Amount Due \$ _____

Make sure to save your changes to this form before sending it to us!

**Fees are collected according to NRS 247.305. A 3.5% service fee will be applied to all credit card transactions.*

Mail Copy Request Form and Payment to:
Washoe County Recorder
1001 E. Ninth St. Bldg. A. Ste.
Reno, NV 89512

Email Copy Request Form to:
RecordMar@washoecounty.us

Fax Copy Request Form to:
Attention: Washoe County Recorder
Fax No.: 775-325-8009