

Steve Schleiker
 Clerk & Recorder
 (719) 520-6202
 steveschleiker@elpasoco.com



Citizens Service Center – Suite 2201
 1675 West Garden of the Gods Road
 Mailing Address: P.O. Box 2007
 Colorado Springs, CO 80901-2007
<https://clerkandrecorder.elpasoco.com>

OFFICE OF THE CLERK AND RECORDER

Recording Department: (719) 520-6200

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 our office at**
copyrequests@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)

OPR (Open Public Records) REQUEST INFORMATION

Instrument Number Or Book and Page	# of Pages	Copy Fee Per Page <small>(\$0.25 documents, \$3.00 plats)</small>	=	+ Certified? Add \$1.00	= Total Per Document
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	+ _____
_____	_____	_____	_____	_____	+ _____
Total # of Pages	_____	Total # of Map Pages	_____	*Handling Fee <small>(See above schedule)</small>	+ _____

**PRINT name and address copies
are to be returned to:**

Total Amount Due

Name

Address

City/State/Zip

Daytime Phone Number

**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**

**Fax Number or eMail Address (For requests to be
returned by fax or email)**

**For credit or debit card payment email request
to copyrequests@elpasoco.com or fax to
(719)520-6971 and we will contact you for credit card
information.
Requests received by 12:00 noon will be processed no
later than 9:00 a.m. the following business day.**