DOCUMENT REQUEST FORM

- **FEE** - The fee for a regular copy is $1.00 per page. The fee for a certified copy is $1.00 for the certification and seal, and $1.00 per page of the document.

- **PAYMENT METHOD** - Enclose a check or money order made payable to “Los Alamos County” for the appropriate amount.

- **MAIL TO** - Los Alamos County Clerk, 1000 Central Ave., Ste. 240, Los Alamos, NM 87544

In order to accurately locate the document being requested, please complete the form below and return to our office for processing. We will mail the documents to the name and address listed.

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**One or more** of following information is needed to locate the record on file:

**Grantor Name:**

____________________________________

**Grantee Name:**

____________________________________

**Document Number:**

____________________________________

**Book & Page:**

____________________________________

**Date of Recording:**

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**Type of Document:**

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**Requestor’s Name**

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**Contact Number(s)**

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