

SANTA FE COUNTY CLERK'S OFFICE
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Document(s) being requested (please identify as specifically as possible, i.e. the name(s) of the parties involved, the property address (if appropriate), the type of document, the date the document was recorded, the book and page of the document and/or the instrument number of the document.)

The Santa Fe County Clerk's Office will provide **certified copies** of recorded documents by means of mail/shipping if the request is submitted in writing with sufficient information, a check or cashier's check with the correct fee for copies (\$2.00 for the first page and \$1.00 for each page thereafter **per document (Except Marriage Licenses - \$2.50)** on letter or legal size paper – for fee schedule and **request forms** go online to: <http://www.santafecounty.org/clerk/publicrecordsrequest.php> **with a self addressed stamped envelope** (size of envelope depends on the size of the document(s) requested) or a prepaid shipping packet from the U.S. Postal Service, Fed Ex, DHL, or UPS. *The fee for copies (non-certified copies) of recorded documents is one dollar (\$1.00) per page.*

Please note that the Santa Fe County Clerk's Office does not provide copies of recorded documents via email, fax, and does not accept verbal verification of recorded documents over the telephone.

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