



**Yavapai County Recorder**  
1015 Fair Street Rm 228  
Prescott, AZ 86305  
Phone (928)771-3244

### Official Copy Request Form

**This office does not do open ended searches**

If you have at least one of the parties names and the specific date of a particular document the Recorder's Office will try and locate it for you.

**We are not able to do chains of title**

**We cannot research by address, legal description or parcel number**

**Searches can take up to 7 working days to complete**

Our copy fees (must be paid before copies will be mailed) are as follows:

\$1.00 per page

\$3.00 per certification

Include a self-addressed stamped envelope large enough to accomodate the size of the order.

**Make checks payable to Yavapai County Recorder**

*Please complete the following information. If we are able to locate your document we will contact you by mail so you can submit the appropriate fees.*

\*Type of Document \_\_\_\_\_

\*Date of Document \_\_\_\_\_

\*Names on document \_\_\_\_\_

**Grantor**

**Grantee**

\*Book: \_\_\_\_\_ Page: \_\_\_\_\_ (If recorded prior to January 1, 2014)

\*Reception # \_\_\_\_\_ (If recorded after December 31, 2013)

\*Do you need a certified copy? \*\*Yes \_\_\_\_\_ No \_\_\_\_\_

\*\* Include \$3.00 per document for certification fee

**\*Indicates Required Field**

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

*Office use only*

Book: \_\_\_\_\_ Page: \_\_\_\_\_

No. of Pages \_\_\_\_\_

Total Amount: \_\_\_\_\_

Completed: \_\_\_\_\_

Other: \_\_\_\_\_

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