



Snohomish County Recording

A Division of the Auditor's Office

(425) 388-3483

recording@snoco.org

Recorded Document Copy Request Form

Snohomish County provides copies of recorded documents to the public for a nominal fee. Watermarked electronic copies of most documents are viewable for free on our website at www.snohomishcountywa.gov/278/Recording. If you have any questions, please contact Snohomish County Recording at 425-388-3483.

1. Provide your contact information:

Name _____

Address _____

Phone _____ Fax _____ E-mail _____

2. Describe the documents you are looking for, including the type of document, dates, names and the recording number, if you have it: (e.g. Deed from 1974 granted to Joe Smith)

3. Let us know the quantity and type of copies you would like:

(e.g. 4 certified copies of the marriage certificate, 1 copy of the Deed of Trust)

4. Select your submission and payment method:

Submission Method	Payment Method
<input type="checkbox"/> By email to: <i>recording@snoco.org</i>	You will be contacted by phone to provide a credit card number for payment. Certified copies will be provided in hardcopy.
<input type="checkbox"/> By fax to: 425-388-3094	You will be contacted by phone to provide a credit card number for payment.
<input type="checkbox"/> By mail to: Snohomish County Auditor 3000 Rockefeller Ave, M/S 204 Everett, WA 98201	<input type="checkbox"/> I am requesting a call to provide a credit card number over the phone. <input type="checkbox"/> I have included a check or money order for copies (see page 2 for information on copy fees).

Internal Use Only:

Request Received: _____ Date _____ Time _____ Received By _____
Mail Phone E-Mail Fax Other

Recorded Document Copy Fees

For assistance calculating copy fees, please contact Recording at 425-388-3483.

If you do not know the number of pages of the document(s) you are requesting, you may search for the document online or contact Snohomish County Recording for assistance.

If you are paying by check, we recommend submitting a check for a “not to exceed” amount to ensure all charges are covered.

Standard documents

Description of fee	Fee
Unofficial copy of recorded document	\$1.00 per page
Certified copy of recorded document	\$3.00 per first page \$1.00 per additional page
Copy of a non-recorded document (i.e. oath of office, ethics reports)	\$0.25 per page

Marriage certificates

Description of fee	Fee
Certified copy of a marriage certificate	\$3.00 per copy
Search fee for any marriage record prior to 1976	\$8.00 per hour

Records of monument (land corners)

Description of fee	Fee
First page	\$2.00
Each additional page or side of the same document	\$1.00 per page

Postage & handling fees

Number of pages	Fee
1-10 pages	\$1.00
11-30 pages	\$2.00
31-50 pages	\$3.00
51+ pages	\$4.00
Maps	\$3.50

18-inch by 24-in maps

Map type	Fee
Blueline / blackline copies, first page	\$5.00
Each additional page of the same survey or plat	\$3.00 per page

Other services

Service description	Fee
Search fee for any record prior to 1976	\$8.00 per hour