



**Recorded Document Search Request Form**

Snohomish County provides paper copies of recorded documents to the public for a nominal fee. **We do not provide clear electronic copies.** Watermarked electronic copies of most documents are viewable on our website at <http://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: <a href="mailto:recording@snoco.org">recording@snoco.org</a>	You will be contacted by phone to provide a credit card number for payment. Documents will be provided in hardcopy. <b>We do not provide electronic copies of recorded documents.</b>
<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 calculating copy costs and submitting payment by mail).

**5. Submit your request (with payment if appropriate).**

**Internal Use Only:**

Request Received:	Date	Time	Received By
Mail <input type="checkbox"/> Phone <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax <input type="checkbox"/> Other <input type="checkbox"/>			



**How to calculate the cost of your copies:**

Copies of documents are \$1.00 for each page.

If you do not know the number of pages of the document(s) you are requesting, you can either search for the document online or you can contact the Recording Division at 425-388-3483 for assistance.

If you are paying by check, you may submit a check for a "not to exceed" amount. We are unable to provide change for mail recorded document search requests.

Service or Item	Quantity	Rate	Subtotal
Search fee (include if requesting pre-1976 documents):	x	<b>\$8.00</b>	=
Number of pages of copies:	x	<b>\$1.00</b>	=
Number of map pages:	x	<b>\$3.00</b>	=
Certification fee (include if you need stamped certified copies):	x	<b>\$2.00</b>	=
Other _____ :			=
Postage & handling fee:		<b>\$0.50</b>	=
<b>Total Amount Due:</b>			<input type="text"/>

**Recorded Document Copy Fees**

**Postage and Handling for Mailing Requests**

Description of fee	Fee
Postage and handling – regular documents	\$0.50
Postage and handling - maps	\$3.50

**Marriage Certificates**

Description of fee	Fee
Non-Certified copy of a marriage certificate	\$1.00 per copy
Certified copy of a marriage certificate	\$3.00 per copy

**Standard Documents (RCW 36.18.010)**

Description of fee	Fee
Copy of recorded document	\$1.00 per page
Copy of a non-recorded document (i.e. oath of office, ethics reports)	\$0.25 per page
Certification of a copy	\$2.00 per document
Search fee for any record prior to 1976	\$8.00 per request

**Records of Monument (land corners) (SCC 4.32.040)**

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

**R18x24 Inch Maps**

Description of fee	Fee
Blue/line / blackline copies, first page	\$5.00
Each additional page of the same survey or plat	\$3.00 per page