



## CLERKS OFFICE RECORDS REQUEST FORM

Date of Request \_\_\_\_\_

|                     |  |
|---------------------|--|
| Name of requestor:  |  |
| Address:            |  |
| City State Zip:     |  |
| Email Address:      | Phone Number:                                      |
| Amount enclosed: \$ | cashier check, money order, or law firm check only |

I prefer to receive these records in the following format:

|   |  |
|---|--|
| <input type="checkbox"/> Paper Copies     | (\$0.50 per page)                          |
| <input type="checkbox"/> Email Copies     | (\$0.25 per page)                          |
| <input type="checkbox"/> Certified Copies | (\$5 first pg \$1 subsequent pg / per doc) |

Costs for copies - RCW 36.18.016(4) & (11):

| Document Requested | Case Number or involved parties | Sub # (If Known) |
|--------------------|---------------------------------|------------------|
|                    |                                 |                  |
|                    |                                 |                  |
|                    |                                 |                  |
|                    |                                 |                  |

\$30 Search Fee may apply to requests with no case number

- I am requesting the complete file.**  
Large file requests may require prepayment
- Email copies to (if different from above)** \_\_\_\_\_
- Hold Copies for pick-up**
- Return Copies by Mail:** a preview cost quote will be provided to the requestor.
- Place copies in pick up file (Law firm / courier)** \_\_\_\_\_

Use this form for copy request by mail, fax, or email. Payment for copies at the time of pickup is required. Prepayment may be required for large or complex orders. For mailed or emailed copies payment in advance is required before mailing. You can receive a cost quote from our staff via email or phone.

Clark County Clerk's Office  
P.O. Box 5000  
Vancouver, WA 98666-5000

email form to: [copyrequests@clark.wa.gov](mailto:copyrequests@clark.wa.gov)

Requests using this form should include a **cashier's check or money order (no personal checks or EFT payments)** in the appropriate amount **and an envelope large enough to accommodate the copies.**

|  |   |
|--|---|
| <p><b>Ailing fee may apply if envelope not included</b> .....</p> <p><b>7 redit Card user fee will apply</b></p> | <p style="text-align: center;"><small>OFFICE USE ONLY</small></p> <p>PNP# _____</p> <p>Check # _____</p> <p>Amount Paid\$ _____</p> <p>Date complete _____</p> <p>Clerk _____</p> |
|--|---|

If the submit button is not working in your browser, either open in a different browser or download and email to [copyrequests@clark.wa.gov](mailto:copyrequests@clark.wa.gov).