



**King County  
Recorder's Office**

**Copy Request Form**  
August 1, 1991 to present

**Please do not use this form to request documents dated between 1853 and July 31, 1991.** Instead, request documents recorded or filed before 8/1/1991 directly from the King County Archives using the form available at [http://www.kingcounty.gov/operations/archives/about\\_us/FeesUpdate.aspx](http://www.kingcounty.gov/operations/archives/about_us/FeesUpdate.aspx).

Name

Address

City, State Zip

Phone number

Email address

*Please enter as much information as possible, including a daytime phone number or email address, in case we have any questions regarding your request.*

*Please type the information directly into this form and print it from your computer. Or, if you choose, you can print the form and fill it in by hand. Please print legibly.*

Please send me copies of the following document(s):

*Fill in information that you know about the document(s) you are requesting, but it is not necessary to complete all fields.*

Document type

Document number(s)  
(instrument #, recording #, excise tax #)

Date or date range  
(if year is not known, search fees are required)

Parties names  
(bride, groom, grantor, grantee, etc.)

Additional information  
(plat name, Vol/Page, parcel #, etc.)

Type of copies:

Certified      Number of Copies

Non-Certified

For correct fees, please visit our Fees page at <http://www.kingcounty.gov/business/Recorders/Fees.aspx>.

If you have any questions, please contact us at 206-296-1570 or [kcrocust@kingcounty.gov](mailto:kcrocust@kingcounty.gov)

Mail the completed form, with correct fees, to:

**King County Recorder's Office**  
**500 - 4th Avenue, Room 311**  
**Seattle, WA 98104**