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 Clerk & Recorder  
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Citizens Service Center – Suite 2201  
 1675 West Garden of the Gods Road  
 Mailing Address: P.O. Box 2007  
 Colorado Springs, CO 80901-2007  
 Web Site: <http://car.elpasoco.com>

**OFFICE OF THE CLERK AND RECORDER**

**REQUEST FOR RECORDED DOCUMENT COPIES**

**COPY FEES**

Document Copies - \$0.25 per page  
 Plat Map Copies - \$3.00 per page

Certifications- \$1.00 per document

**\*HANDLING FEES**

**Handling fees apply to copy requests to be returned by mail:**

1-10 Pages-\$1.25 (plus copy fee)  
 11-20 Pages-\$2.00 (plus copy fee)  
 21-60 Pages-\$2.50 (plus copy fee)

61-75 Pages-\$3.00 (plus copy fees)  
 Over 75 Pages-**Contact office at [recweb@elpasoco.com](mailto:recweb@elpasoco.com)**  
**for more information**

**Handling fees apply to plat map copy requests to be returned by mail:**

1-2 Pages \$3.00 (plus map copy fees)  
 3 Pages-\$3.50 (plus map copy fees)

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**Fax Fee-\$5.00 per order for copy requests to be returned by fax**

**OPR (Open Public Records) REQUEST INFORMATION**

Instrument Number Or Book and Page	# of Pages	X	Copy Fee Per Page <small>(\$0.25 documents, \$3.00 plats)</small>	=	+ Certified? Add \$1.00	= Total Per Document
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	+ _____
_____	_____	_____	_____	_____	_____	+ _____
<b>Total # of Pages</b>	_____		<b>Total # of Map Pages</b>	_____	<b>*Handling or Fax Fee</b> <small>(See above schedule)</small>	+ _____

**PRINT name and address copies  
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**Please make check or money order payable to:  
 El Paso County Clerk & Recorder**  
 Mail Request and Payment to:

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**Name**

\_\_\_\_\_  
**Address**

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**City/State/Zip**

**El Paso County Clerk & Recorder**  
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**For credit or debit card payment call (719) 520-6200.**

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