



**San Bernardino
Recorder-County Clerk**
222 W. Hospitality Lane, 1st Floor
San Bernardino, CA 92415-0022
Phone: (909)387-8306
Website: arc.sbcounty.gov

Copy Request Form

OFFICIAL RECORD COPIES

(Documents pertaining to real estate)

COUNTY-CLERK COPIES

(Filed documents such as Fictitious Business
Name Statement, Notary Journal Entry, etc.)

Does not include Vital Records (birth, death, or marriage certificates).

Requested By (Solicitado Por):		
Street Address (Dirección):		
City (Ciudad):	State (Estado):	Zip Code : (Zona Postal):
Telephone Number (Número de Teléfono):		
Email Address:		

Copy Fees (per document) - Non-Refundable

\$4.00 First Page (Plain Copy, Non-Certified)
\$1.50 Each Subsequent page (Plain Copy, Non-Certified)
\$5.50 First Page (Certified)
\$3.00 Each Subsequent page (Certified)

Mail Fees – Non-Refundable

\$3.50 Standard USPS Mail
\$29.00 Priority USPS Mail

Payment Options

Payments may be made using your Recorder-County Clerk charge account number, check, cashier's check, postal, or bank money orders made payable to "**San Bernardino County.**"
Card payments subject to \$3.50 surcharge and only available in person.

☐ San Bernardino Recorder-County Clerk Charge Account No. _____

☐ Check Enclosed

☐ Cashier's Check Enclosed

☐ Money Order



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	Document Year (Año de Documento)	Document Number (Número de Documento)	No. of Copies (Cantidad de Copias)	No. of Pages (Número de Páginas)	Certified Copy (Copia Certificada)	Plain Copy (Copia Simple)	Fees (Honorarios)
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						Total	\$

Recorder-County Clerk Use Only:

Accepted By:

Processed By:

Receipt Number:
