



Recorder-County Clerk
 222 W. Hospitality Lane, 1st Floor
 San Bernardino CA 92415-0022
 Phone: (855) 732-2575
www.sbcountyarc.org

COPY REQUEST FORM

OFFICIAL RECORD **FICTITIOUS BUSINESS NAME REGISTRATION**
 Example: Documents pertaining to real estate

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):
Phone Number (Número de Teléfono):		

Copy Fees (per document) – Non-Refundable:

\$3.00 First Page (Non-certified)	\$4.00 First page (Certified)
\$1.00 Each subsequent page (Non-certified)	\$2.00 Each subsequent page (Certified)

Mailing of Copies:

First Class Mail is used for mailing all copies.

Payment Options:

Payment may be made by check, postal or bank money order, cashier’s check (payable to County Recorder).
 Please check the appropriate box:

SB Recorder Charge Account # _____

Check Enclosed Money Order/Cashier’s Check Enclosed

Year (Año)	Instrument/Document/File/Cert No. or Book & Page No. (#. de instrumento/documento/archivos ó libro y de página)	# of Copies (# de Copias)	# of Pages (# de Páginas)	Certified (Copia Certificado)	Non-Certified (Copia Simple)	Fees (Honorarios)
1						
2						
3						
4						
Total						

Recorder’s Use Only: Accepted By: _____ Processed By: _____ Receipt #: _____
