



Holly A. Hemmrich, Register of Deeds

September 1, 2022

COPY POLICY

Anyone can obtain a copy of a recorded document in the Register's Office during regular business hours Monday – Friday, 8:00 a.m. – 4:30 p.m. It takes a few minutes and the cost is minimal.

1. A copy account is for use by persons in the office searching titles to property. To open a new account the requirements are:
 - a. \$50.00 Deposit
 - b. Name, address and phone number of person or entity responsible for payment.

Invoices are mailed on a quarterly basis-any accounts 30 days overdue will be disconnected until payment is made.

2. This office does not have the time or personnel to pull documents and fax. Copies are emailed as time permits as a service to the public. (*We do not perform title searches, the Book and Page reference must be supplied to the Register's office to fulfill email requests*)
3. Requests for copies of recordings (not accessible electronically) must be certified in order to have them pulled, copied and mailed.

Documents submitted for recording is the primary responsibility of the Register's Office.

4. When requesting copies, book and page numbers, payment and a self addressed stamped envelope are required. This office does not perform title searches.
5. Accounts are established solely for those people who obtain copies while searching in the office. Copy requests by phone are filled on a first come first serve basis and completed as time permits.

Copy Fees:

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| Copies made in the register's office | .15 per printed page*- plats \$2.50 per page |
| Mailed copies | .15 per printed page* |
| Mailed copies of plats | \$4.50 per page |
| Certified copies | \$1.00 per printed page |
| Certified copies of plats | \$5.00 per page |

*8 ½ x 11 or 8 ½ x 14

This policy may be revised as deemed necessary.