



Clatsop County

Clerk and Elections

820 Exchange St., Suite 220
Astoria, OR 97103
(503) 325-8511 phone / (503) 325-9307 fax
www.clatsopcounty.gov

RECORDS RESEARCH / COPY REQUEST FORM

Requested By: _____

Address: _____

City, State, Zip: _____

Phone: _____

Certified Copy? Yes____ No____

Book/Page: _____

Type of Document: _____

Approx Recording Date: _____

Names of Parties on Document: _____

Fees:

Research Fee (per document)..... \$3.75, or
File Location and Research, per quarter hour... \$15.00
(whichever is less)

Copy Fee (per page)..... \$.25

Certification Fee (per document)..... \$7.75

Mailing Fee..... \$5.00

FAX Fee..... \$3.00

Date Received: _____

Accepted By: _____

Date Completed: _____

Completed By: _____

Total Due: \$ _____

Total Paid: \$ _____

Balance Due: \$ _____

__Cash__ Check__ Credit Card \$ _____

Date Picked Up: _____

Date Mailed/E-Mailed _____

By: _____

Please allow up to 24 hours to complete a research request. If you need it sooner, please contact our office directly.