

## Copy Policy

Effective April 28, 2014

This is the policy of the Archuleta County Clerk & Recorder regarding copy requests. Copies may be obtained from the website [i-County.org](http://i-County.org) or mail requests will be accepted. The Office will not accept phone or email requests.

Document copies and plat requests shall be made in writing using the Document Copy Request Form which can be found on the Archuleta County Website.

Self-Addressed postage paid/stamped envelopes are required for all mail-in requests; please make sure your envelope is of the correct size to accommodate the documents.

Documents will be faxed at a rate of \$4.00 up to 10 pages maximum and an additional \$4.00 for each fax there after if the request is more than 10 pages. Certified Copies are \$1.00 per certification plus the \$0.25 per page and must be mailed.

Copies of older, extra large books are \$1.25 per page.  
Plat copies are \$5.00/\$10.00 per sheet depending on the size.

All requests received will be reviewed and processed within 3 business days. Cash or checks are the accepted form of payment. At this time we do not accept credit cards.