

FRANKLIN COUNTY CLERK COPIES/RECORDS REQUEST FORM

Please Print

Case Name _____ Cause # _____

Full names of parties at the time of the action:

I am requesting the following documents:

Document Requested	Date of Order/Approx. Date	Document # (If Known)

Certified Copies Non-Certified Copies (Regular Copies)

I am requesting the complete file. (See *note below.) Date Needed _____

Costs for copies - RCW 36.18.016(4) & (11):

Uncertified Documents: \$.50 per page for uncertified copies.

Certified Documents: \$5.00 for the first page of each document. \$1.00 for each subsequent page per document.

Authenticated/Exemplified Documents: \$4.00 for the Authenticated Certification plus certified copy fee. (\$5.00 for the first page, \$1.00 for each subsequent page, per document.)

Electronic Format: CD - \$.25 per page plus \$20.00 CD charge. (Only available on documents dated 2004 to present)

1983 Cases and Older: \$30.00 search fee allowed for each request plus copy fees.

***Note:** Requests for large copy jobs will require a \$20.00 fee for clerk's time to calculate costs. **This fee is collected at the time the request is made.** At the time of ordering large jobs, you must determine whether you are requesting certified or non-certified copies. Please allow **48 hours** for records search and an additional **24 hours to process** the copy request

Copies by Mail:

Requests for copies can be mailed. Include this completed form and payment, and then send to:

Franklin County Clerk's Office
Records Request
1016 N. 4th Avenue Room 306
Pasco, WA 99301

Requests must include a **cashier's check or money order (no personal checks)** in the appropriate amount (see fees above) and a **business-size, stamped, self-addressed return envelope**.

Name _____

Phone # _____

Address _____

Amount Enclosed _____