Yavapai County Recorder
1015 Fair Street Rm 228
Prescott, AZ 86305
Phone (928)771-3244 Option 6

Official Copy Request Form

- **OPEN ENDED SEARCHES WILL NOT BE PEFORMED.**
- **MUST HAVE AT LEAST ONE OF THE PARTIES' NAMES AND THE SPECIFIC DATE OF A PARTICULAR DOCUMENT AND AN ATTEMPT TO LOCATE WILL BE PERFORMED.**
- **THE RECORDER'S OFFICE IS UNABLE TO PERFORM CHAINS OF TITLE SEARCH.**
- **THE RECORDER'S OFFICE IS UNABLE TO RESEARCH BY ADDRESS, LEGAL DESCRIPTION OR PARCEL NUMBER**.

Searches can take up to 7 working days to complete

Copy fees $1.00 per page
$3.00 per certification
Payment required before copies will be mailed
Include a self-addressed stamped envelope large enough to accommodate the size of the order.

Make checks payable to Yavapai County Recorder

Please complete the following information. If we are able to locate your document we will contact you by mail so you can submit the appropriate fees.

*Type of Document_____

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_____ _____
Grantor **Grantee**

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https://www.yavapaiaz.gov/Mapping-and-Properties/Recorders-Office/Documents-Search