

# Copy Request Form

**1) Tell us about yourself.** Be sure to include the address where you want your copies sent and include a phone number or email address in case we have questions concerning your request.

Name	
Street address	
City, State, Zip	
Phone	
E-mail	

**2) Tell us about the record(s) you are requesting.** Please provide as much information as possible.

Type of record	
Record number	
Names on record	
Date of record	
How many pages is the record?	
How many copies do you need?	
Do you need certified or noncertified copies?	

**3) Calculate the correct fees.** If you have any questions, please call us at **206-296-1538** or email us at [archives@kingcounty.gov](mailto:archives@kingcounty.gov).

Marriage Certificates	noncertified: \$1.00 per copy certified: \$3.00 per copy
Recorded Documents	noncertified: \$1.00 per page certified: \$3.00 for first page, \$1.00 each additional page
Non-recorded Documents	\$1.00 delivery fee, which includes up to 3 pages additional pages are \$0.15 each

Amount enclosed

Check/Money Order Number

**4) Mail completed form and payment (check or money order only) to:**

King County Archives  
1215 E. Fir St.  
Seattle, WA 98122-5424

Make check or money order payable to **King County Treasury**