



Office of the County Recorder  
 Debbie Conway  
 Clark County Recorder

**REQUEST FOR OFFICAL RECORDS  
 MAIL ORDER FORM**

Do not use this form to order a Marriage Certificate

INSTRUCTIONS

1. Complete and verify the document information section below. Provide the book and instrument number(s) of all document(s). Indicate the number of copies; calculate the fee and send the correct amount of money in the form of a cashier's check or money order (payable in U.S. dollars). **Cash or personal checks are NOT accepted.** If the document you are requesting was recorded prior to 1988, please e-mail [RecWeb@ClarkCountyNV.gov](mailto:RecWeb@ClarkCountyNV.gov) and request a page count. Please note: The Recorder's Office is unable to process orders without the proper amount.
2. The fee for each copy is \$1.00 per page. A Certified copy is an additional \$4.00 per document.
3. Make cashier's check or money order payable to Clark County Recorder. **DO NOT SEND CASH!**
4. Complete the Requestor information section.
5. Mail this form and payment to:
6. **(Foreign issued money orders or checks not accepted)**  
 Clark County Recorder  
 Attention: Records Request  
 Box 551510  
 Las Vegas, NV 89155-1510

Document Request Information *(Please Print Clearly)*

Book and Instrument Number	No. of Copies	No. of Pages (Each Copy)	Total Pages = Copies x Pages	Certified Copies Yes or No

If you need additional space, please use additional forms.

Total Pages \_\_\_\_\_ x \$1.00 = \_\_\_\_\_  
 No. of Certified Copies \_\_\_\_\_ x \$4.00 = \_\_\_\_\_  
 Total Cost = \_\_\_\_\_

Requestor Information/ Mail Copies To: *(Please Print Clearly)*

Name:
Address:
City, State, Zip Code, Country:
eMail Address: (In case we have questions processing your order)

Please allow 7-10 business days to receive your order.