San Luis Obispo County Clerk Recorder Official Records Copy Request

Incomplete order forms will be returned. To avoid delays in processing, please list all document numbers and or book and page numbers with the associated name from our official records index. For Map copies, make sure to list map type.

Official Records Copy Fees (per document)

$6.00- first page

$ 1.00-each additional page

$1.00-certification fee*

*Certified copies must be mailed, no email option

Copy Deposit Policy- Large orders of 5 of more documents require a non-refundable deposit of $6. After the order is processed, the remaining charges for additional pages will be charged. If paying by credit or debit, a $1.49 service fee will be charged to the deposit when received and the remaining page count charges once finalizing the order. To avoid duplicate service fee charges, consider mailing your large order request with a not to exceed check.

Please use the self-service portal to purchase documents if your order does not contain any documents recorded prior to Aug. 8, 2001to avoid an additional $2 emailing fee on our fee schedule.

Requestor Name	
Requestor Phone Number	
Copy Delivery Method (email or mail)	
Delivery Address (email or mailing address)	

Document # (or book/pg)	Certification Requested	Name from Index (for reference)	Document Type and Notes (ex: only need pgs 2-3) Note: certified copies must be purchased in their entirety

Submit orders by mail with a check or with a completed credit card authorization form by:

Email: vitals@co.slo.ca.us or Fax: 805-781-1111