

Copy Request Checklist

CONTACT INFO

[Online](#)

Business Hours

M-F 8AM-4:30PM

*Providing essential services
to the people of Kitsap
County with
quality,
accountably,
and accessibility.*

KITSAP COUNTY
AUDITOR
RECORDING DIVISION

614 Division St. MS-31
Port Orchard WA 98366-4687

Phone: 360-337-7129
Fax: 360-337-4645

Email: auditor@co.kitsap.wa.us
Kitsapgov.com/auditor

COPY REQUEST

- Fill out the [request form](#).
- Calculate fee. Certified copies cost \$3.00 for the first page and \$1.00 for each additional page. Photocopies cost \$1.00 per page.
- Submit your request with a check or money order payable to ***Kitsap County Auditor***.
- Receive your copies in the mail.

SUBMISSION METHODS

- Mail to ***Kitsap County Auditor, Attn: Recording, 614 Division Street MS-31, Port Orchard, WA 98366.***

REMINDERS

- ✓ For immediate assistance, you can come in-person to the office.
- ✓ Copies are returned through standard USPS unless a pre-paid return express or expedited envelope is provided.
- ✓ Certified Marriage Certificates cost \$3.00 each.
- ✓ Copy requests are fulfilled within 5-10 business days. *We may experience longer turnaround times with limited staff.*

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