KITSAP COUNTY AUDITOR

Copy Request Checklist

COPY REQUEST

□ Fill out the <u>request form</u>.

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

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

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- ✓ For immediate assistance, you can come in-person to the office.
- **RECORDING DIVISION**

 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.

