

REQUEST FOR LAND RECORDS COPIES

Instructions: Copies cannot be made unless this form is completed in full. Complete and mail the form, payment and a self-addressed stamped envelope to: John T. Frey, Fairfax Circuit Court, 4110 Chain Bridge Road, Fairfax, VA 22030, Attn: Land Records Copies. Accepted forms of payment: business check, money order, cashier's check or attorney/law firm check. Checks should be made payable to *Clerk of the Court*. **Personal checks are not accepted in person or through the mail. Cash is not accepted through the mail, but is accepted in person.**

Copy Fee: \$0.50 per page
Certification Fee: \$2.00 per document

Date: _____

Requestor Information

Mailing Address (If Different)

Firm:	Firm:
Name:	Name:
Street:	Street:
City: State: Zip:	City: State: Zip:
Phone Number:	Phone Number:

Listing books in numerical order will expedite your request.

Book Number	Page Number	Do you want a copy of the complete document? (Yes or No)	Only send the pages listed below (instead of sending the complete document).	Certify the copy? (Yes or No)	Number of Pages Requested
Totals					
Copy Costs					
Certification Costs					
Total Due					

Clerk's Office Only:
 Work Not Done - Information Incomplete

Order Filled By: _____