

Diane L. Battiato - Douglas County Assessor/Register of Deeds

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If you have questions about this form, email: rodmail@douglascounty-ne.gov

Copy, Certified Copy, or Fax Copy Request Form

What is a certified copy? - A "true and correct" copy of the record in the Douglas County Register of Deeds office. To be considered certified, it must have the certification seal from the Register of Deeds, along with the date and signature of the elected official.

Ordering: You may order documents by mail using this form. Please make your check payable to: **Douglas County Register of Deeds**. Certified documents cannot be faxed, or emailed.

(NEW) We now offer an additional method of viewing and purchasing non-certified recorded documents using your credit card. Please visit our secure [Premium Services](#) website. You will need to create a user id and password in order to search, view, purchase and print documents.

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Documents filed in our office prior to May 26, 2003, are indexed as a book and page number, e.g., 7639-345. Documents filed after that date have a 10-digit instrument number, e.g., 2003123456. Please ensure the document number is correct before you order it. On the Premium Services website, deeds and miscellaneous document types are available from 1854, forward. All other document types are available from 1993 forward.

Document	Send by		Check if Certified
	Mail	Fax	
1. Inst # _____ or Bk _____ Pg _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Inst # _____ or Bk _____ Pg _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inst # _____ or Bk _____ Pg _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inst # _____ or Bk _____ Pg _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Cost Calculation			
Number of non-certified documents to be sent by mail or fax	_____	x \$5.00	_____
Number of certified pages	_____	x \$1.50	_____
Credit card surcharge (if applicable)		\$5.00	_____
Total	<input type="checkbox"/> check enclosed	<input type="checkbox"/> cash	<input type="checkbox"/> charge to credit card
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Customer Information	
Name	_____ Phone () _____
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