

The requirements/conditions for obtaining a copy account with Douglas County Recording are as follows:

1. Submit a letter on company letterhead requesting a copy account to:

Douglas County Clerk & Recorder  
Attn: Recording Department  
P.O. Box 1360  
Castle Rock, CO 80104

The Chief Executive Officer of your organization must sign the request. Each new account requires a minimum deposit of \$100 and checks should be made payable to Douglas County Clerk. The deposit may also be made by credit card by calling 303-660-7446 between 8 a.m. and 5 p.m. Monday through Friday. The service provider does charge a convenience fee for credit card payments.

2. The letter must identify all individuals who are authorized to charge copies to the account.
3. Account statements are printed at the beginning of each month to show activity for the previous month (i.e. January statements are printed at the beginning of February). If you would prefer to have the account statement e-mailed, please include a valid e-mail address in your letter and identify a contact name for the person responsible for payment.
4. If a request for copies is submitted and there are insufficient funds in the account, the request will be held until sufficient funds are present or 10 business days, whichever comes first. If sufficient funds are not received after 10 business days, the request will be returned.
5. If there is no activity on the account for 1 year, the account will be closed and the County will issue a refund check.

If you have additional questions regarding this account or other available services, please feel free to contact the Recording Department at 303-660-7446 or [recording@douglas.co.us](mailto:recording@douglas.co.us).

Sincerely,

Nancy Sotomayor  
Recording Manager