MALHEUR COUNTY
PUBLIC RECORD REQUEST FORM

FOR INTERNAL USE ONLY:
DATE REC'D:
TIME REC'D:
DUE BY:
COMPLETED BY:

Requested by:

Name:

Company:

Phone: (required) Email address:

PLEASE BE VERY SPECIFIC IN YOUR REQUEST AND ENSURE PROPER SPELLING OF NAMES (INCLUDE MIDDLE NAME OR INITIAL , IF POSSIBLE).

Select Record Type to Search: ◯ Mortgage ◯ Deed ◯ Lien ◯ Mining

Instrument #	Name	Approximate Date Ranges	Type of copies Photocopy or Certified

Select Record Type to Search: ◯ Marriage ◯ Domestic Partnership ◯ Probate

Probate Case # or License # (if known)	Probate Case Name or Name of Party A	Name of Party B	Approximate Date	Type of Copies and # of Copies

Search Per Name:

0-15 Minutes	$ 3.75	+ Copy Charge
16-30 Minutes	$10.75	+ Copy Charge
31-45 Minutes	$17.75	+ Copy Charge
46-60 Minutes	$25.00	+ Copy Charge

Fee Schedule:

Cost per Document:
$3.75 + Copy Charge

Email Fee: $4.00 + $0.25 per page
Fax Fee: $4.00 + $0.25 per page

For Internal Use Only:
_____ Copies @ $0.25 ea _____
_____ Searches @ $3.75 ea _____
_____ Faxes @ $4.00 ea _____
_____ Emails @ $4.00 ea _____
_____ Misc. _____
TOTAL $_____

Requests must be made in writing and will be completed in the order received.

The requestor hereby authorizes Malheur County to research, based on the above fee schedule, and provide copies up to by not exceeding a total charge of $ _____. Requestor's Signature:_____

Digital Signature Field