rev. 07.16.2014

City of Saint Louis
Recorder of Deeds &
Vital Records Registrar
Jennifer A. Florida
Archives Department
City Hall, Room 129-A, 1200 Market Street
Saint Louis, Missouri 63103
314.589.6796 – archives@stlouiscityrecorder.org

1804-1920 LAND RECORDS COPY REQUEST FORM A

Customer Required to Provide
Book and Page Identification

Page _____ of _____ Pages

INSTRUCTIONS

READ ARCHIVES LAND RECORDS DETAILS @ www.stlouiscityrecorder.org Before Using Form

- **Customer Must Provide:**
  + Land Records Book and Page
- Type or Print All Information Legibly
- **FEE** FOR EACH UNCERTIFIED COPY
  $3.00 First Page
  + $2.00 Each Additional Page
- **FEE** FOR EACH CERTIFIED COPY
  $5.00 First Page
  + $2.00 Each Additional Page
- **NO PERSONAL CHECKS.** Payment must be made by Cash or Money Order/Business Check/Cashier's Check made out to: Recorder of Deeds

- **MAIL-IN SERVICE—**Mail completed Form with Copy Fee and include:
- **+ Size Appropriate Self-Addressed-Stamped-Envelope** (copies are 17" x 11", which we fold to fit envelope) with postage equal to 2 First Class Postage Stamps per each four pages ordered
  + **Or add Mailing Fee: $1.00 per each four pages** ordered
  Send to Archives Dept. at above address

For Office Use Only

Date Received _____ _____ _____

Date Replied _____ _____ _____

Amount Received $_____

Amount Deposited $_____

Amount Refunded $_____

CUSTOMER INFORMATION

(customer completes this section)

Customer Name:

_____
First Name + Middle Name + Last Name

Daytime Phone: (_____)_____

E-mail Address: _____

Mailing Address:

_____
Street Number + Street Name + Suite/Apt. Number

_____
City + State + Zip Code

LAND RECORDS COPY INFORMATION

(customer completes this section)

Total Fees Enclosed: $_____

*Book_____Page_____ **City Block_____ **Subdivision _____

**Grantor or Grantee Name _____

Enclosed *$_____Copy Fee

Enclosed *$_____Return Mail Fee or _____Enclosed Self Addressed Stamped Envelope

*Required to process request

***If the Book and Page you provide includes an entire deed followed by the beginning of another deed, you will be sent the first deed unless you provide information that allows us to identify which of the two deeds you are requesting.*