



County of Harding
County Clerk

35 Pine St P.O. Box 1002
Mosquero, NM 87733
Ph. # 575-673-2301 Fax # 575-673-2922

PUBLIC RECORDS REQUEST FORM

Date: _____

*Name: _____

*Address: _____

Email: _____

*Phone: _____

*Document(s) being requested (please identify as specifically as possible, i.e. the *name(s) of the parties involved*, the *property address* (if appropriate), the *type of document*, the *date the document was recorded*, the *book and page of the document* and/or the *instrument number of the document*.)

The Harding County Clerk's Office will provide **certified copies** of recorded documents by means of mail/shipping if the request is submitted in writing with **sufficient information**, a **check or cashier's check** with the correct fee for copies on letter or legal sized paper, a **self addressed stamped envelope** (size of envelope depends on the size of the document(s) requested) or a prepaid shipping packet from the U.S. Postal Service, Fed Ex, or UPS.

For fee schedule and request forms visit: <http://hardingcounty.org/county-clerk.html>

Signature: _____