

Copy Request Checklist

CONTACT INFO

[Online](#)

Business Hours

M-Th 9AM-4:30PM

Fri 9AM-12PM

*Providing essential services
to the people of Kitsap
County with
quality,
accountably,
and accessibility.*

KITSAP COUNTY
AUDITOR
RECORDING DIVISION

614 Division St. MS-31
Port Orchard WA 98336-4687

Phone: 360-337-7129

Fax: 360-337-4645



Email: auditor@co.kitsap.wa.us

Kitsapgov.com/auditor

COPY REQUEST

- Fill out the [request form](#).
- Calculate fee. Certified copies cost \$3.00 for the first page and \$1.00 for each additional page. Photocopies cost \$1.00 per page.
- Submit your request with a check or money order payable to ***Kitsap County Auditor***.
- Receive your copies in the mail.

SUBMISSION METHODS

-  Mail to ***Kitsap County Auditor, Attn: Recording, 614 Division Street MS-31, Port Orchard, WA 98366.***
-  A drop box is located just outside of the main lobby doors of the Administration Building at 619 Division Street, Port Orchard, WA. Label your envelope ***Kitsap County Recording.***

REMINDERS

- ✓ Copies are returned through standard USPS unless a pre-paid return express or expedited envelope is provided.
- ✓ We recommend submitting time sensitive requests via drop box.
- ✓ Certified Marriage Certificates cost \$3.00 each.
- ✓ Copy requests are fulfilled within 5-10 business days. *We may experience longer turnaround times with limited staff.*

