PHOTOCOPY REQUEST

RE 356B (Rev. 9/01)

INSTRUCTIONS

✔ Complete information below.

✔ Type or print clearly in ink.

✔ Hand deliver or mail completed request to the appropriate district office:

2550 Mariposa Mall, Suite 3070
Fresno 93721-2273

320 W. 4th St., Suite 350
Los Angeles 90013-1105

2201 Broadway, (*by mail:* P.O. Box 187000)
Sacramento 95818-7000

1350 Front St., Suite 3064
San Diego 92101-3687

1515 Clay St., Suite 702
Oakland 94612-1402

COPYING FEES

1. ***Readily Available Documents***
   - No charge for:
     - 10 or less pages
     - a single copy of the most recent subdivision public report
   - $1.00 base fee plus 25¢ per page
   - Note: If requesting large amounts (more than 50 pages), please consider providing a "copy service" as an alternative to DRE copying fees.
2. ***Documents Not Readily Available***
   - $15.00 base fee plus 25¢ per page
3. ***Certified Photocopy***
   - $5.00 per request
4. ***Subpoenaed Documents***
   - 10¢ per page plus $16 per hour for clerical costs
   - 20¢ per page plus $16 per hour for clerical costs for documents created from microfilm

REQUESTOR INFORMATION

NAME

TELEPHONE NUMBER

MAILING ADDRESS

DOCUMENTS MUST BE CERTIFIED

☐ NO ☐ YES – SEE FEES ABOVE.

DESCRIPTION OF RECORDS TO BE PHOTOCOPIED

NAME

CASE NUMBER, FILE NUMBER, ETC.

OTHER IDENTIFYING INFORMATION

DRE ESTIMATED CHARGES

☐ Records easily accessible; use $1.00 base fee.

☐ Records stored in office storage or at State Records Center; use $15 base fee.

Estimated Pages ..... _____
@ 25¢ per page ..... $_____

plus Base Fee ..... $_____

plus Certification Fee *(if requested)* ..... $_____

Total Estimated Charges ..... $_____

SUBPOENAED DOCUMENTS CHARGE

Number of Pages ..... _____
@ 10¢ per page ..... $_____

Number of Pages ..... _____
@ 20¢ per page *(from microfilm)* ..... $_____

Number of Hours ..... _____
@ $16 per hour * ..... $_____

Other Actual Costs ..... $_____

Total Charges ..... $_____

* *Minimum Charge* – $4 for ¼ hour or fraction thereof.