

Lyon County Recorder's Office On-line Request for Document Copy

Name of Person Requesting Document	Name on Credit Card
Mailing Address (Credit Card Statement)	Credit Card Number
City, State Zip (Credit Card Statement)	Expiration Date & 3 Digit Security Code
Mailing Address for Document (If Different)	\$ Amount
City, State Zip	Email Address
Phone Number	Fax Number (If requesting fax)
Document Number	Document Number
Document Number	Document Number

Recorded documents, including maps, are \$1.00 per page when delivered via regular mail, email or when picked up in person. Faxed copies are \$3.00 per page.

Credit Card requests will incur a processing fee charged by the card processing company. Please call for that amount, as it increases with the fee amount.

All Certified Copies can only be mailed or picked up at our office. Certification charge is \$4.00 per document. Certified Marriage Certificates are \$15.00.

For mailing general documents, the postage & handling will be a minimum of \$1.50. Please call 775-463-6581 for additional rates.

For mailing Maps, the postage & handling will vary. Please call 775-463-6581 for rates.

Our credit card vendor, Point and Pay, will also add a 2 ½% processing fee to the total.

Fax Request to: **775-463-5305** or email to records@lyon-county.org

**AS OF JULY 1, 2011
LYON COUNTY
HAS IMPLEMENTED A \$10.00 SEARCH FEE. This fee is being charged to persons
requesting to utilize County Staff to conduct the requested search**