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**REQUEST TO RETRIEVE UNRETURNED ORIGINAL DOCUMENT
(SUBMITTED WITHOUT SELF-ADDRESSED STAMPED ENVELOPE)**

Documents recorded on or after April 1st, 2012, at the Jefferson County Clerk's Office must be accompanied by a self-addressed, stamped envelope ("SASE") for the return of the original document(s). Any original document submitted without a SASE will be kept for the legal retention period and then disposed of as provided in law. Any document submitter who did not provide a SASE may submit this form together with a check payable to "Jefferson County Clerk" in the amount of \$1.00 for each document, to cover the cost of postage and handling. Documents will be retrieved from storage and mailed to the address provided below.

Printed Name: _____ Date: _____

Address to mail original document to: _____

Telephone Number: _____

Description of Document: _____

Note (optional): _____

DO NOT WRITE BELOW THIS LINE.

Location: Land Records Court Records

Instrument Number: _____ Recording Date: _____

Rec'd at Clerk's Office by: _____ On (date): _____

Mailed back by: _____ On (date): _____