

**REQUEST FOR COPIES**  
**LAND RECORDS, CIVIL, CRIMINAL OR MARRIAGE LICENSES**

Instructions: Copies cannot be made unless this form is completed in full. Complete and mail the form, payment and a self-address stamped envelope to: Madison County Circuit Court, PO Box 220, Madison, VA 22727. Accepted forms of payment: check or money order. Checks should be made payable to Clerk of the Circuit Court.

<b>Regular Copy Fee:</b>	<b>\$0.50 per page</b>
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Date: \_\_\_\_\_

Requestor Information

Firm: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Land Records Book & Page # \_\_\_\_\_ or Instrument # \_\_\_\_\_ Description \_\_\_\_\_  
 \_\_\_\_\_ No. of Copies \_\_\_\_\_ Certified:  Yes  No

Civil Plaintiff: \_\_\_\_\_ vs. Defendant \_\_\_\_\_ Final Order Date: \_\_\_\_\_  
 Document Name: \_\_\_\_\_  
 \_\_\_\_\_ No. of Copies \_\_\_\_\_ Certified:  Yes  No

Criminal Defendant: \_\_\_\_\_ Sentencing/Final Order Date: \_\_\_\_\_  
 Document Name: \_\_\_\_\_  
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Marriage License Name of Spouse (at time of application) \_\_\_\_\_  
 Name of Spouse \_\_\_\_\_ Date Issued \_\_\_\_\_  
 \_\_\_\_\_ No. of Copies \_\_\_\_\_ Certified:  Yes  No

**\*\*For Marriage License Copies the Clerk's Office will provide 5 free certified copies. If you will need more the 5 certified copies, then each certified copy will be \$2.50\*\***

<b>Mailing Address:</b> <b>Madison County Circuit Court</b> <b>PO Box 220</b> <b>Madison, VA 22727</b>	<b>Physical Address:</b> <b>Madison County Circuit Court</b> <b>1 Main Street</b> <b>Madison, VA 22727</b>
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Clerk's Office Only:  
 Date Request Received \_\_\_\_\_  
 Work Not Done – Information Incomplete  
 Order filled by \_\_\_\_\_