

**POLICIES OF THE TORRANCE COUNTY CLERK'S OFFICE CONCERNING
INSPECTION AND COPYING OF PUBLIC DOCUMENTS**

- 1. The Office of the Torrance County Clerk is open to the public from 7:30 a.m. to 5:30 p.m., Monday through Thursday, except for State of New Mexico declared holidays. The public is welcome to inspect all document and records in the County Clerk's Office except voter registration cards and military discharge papers. These documents have security sensitive information and can only be viewed with the help of our staff and after all sensitive information is removed. Copies of military discharge papers can only be requested by the person discharged or by lawful court order.**

- 2. The fee for copies of documents is \$1.00 per page for 8 1/2 X 11, \$1.50 for 11X17, \$7.50 for 24X24 and \$15.00 for 36X36. All fees must be paid for at the time of ordering the copies. Our office does not accept credit cards or debit cards. Fees must be paid by cash, check or money order.**

- 3. Request for copies must be made in writing. The request must contain the names(s) of the individual(s), the type of document, book and page number or document number.**

- 4. The County Clerk's office does not perform title searches; genealogy history; lien searches; provide legal description or give legal advice. If you cannot come in person to search, New Mexico Abstract Company 505-384-5000 and Rio Grande Title Company at 505-883-6969 can help you with your searches.**

- 5. Our office does not prepare any documents or have forms for you to fill out. You can purchase them at any office supply store or on the internet.**

- 6. Our office is dedicated to serving the public as much as we can; we are willing and able to help instruct you on how to conduct your search.**