

1301 Second Avenue □ Conway, South Carolina 29526 □ Phone: 843.915.5430 □ Fax: 843.915.6430

Register of Deeds Copy Request Form

In order to provide quality customer service and maintain accuracy in our transactions, the Register of Deeds requires certain information to find the correct document. Please complete the following questions.

Please print.

Person Making Request:

Name and complete address: _____

Phone Number: _____

Required Information:

Name on document: _____

Type of document requested: _____

Complete as much as possible of the following:

Book/page of document(s): _____

Tax Map Number (TMS or PIN): _____

Property Address: _____

Brief Property Description: _____

(ex. Lot #, Subdivision, Acreage, Township or if timeshare: Unit #, Week #, Name of Resort)

Please check one: Certified legal copy (\$2.00 extra fee) Normal copy Number of copies: _____

Fee Information:

There is a fee to receive a copy of a document. The fee is \$8.00 for the first 4 pages and \$1.00 for each additional page. If the document you want is a plat, the fee is \$5.00 for a small (8.5x11 or 11x17) copy or \$10.00 for a large (24x36) copy. We can also provide a certified copy, which is a true legal copy. There is an extra \$2.00 fee for certification. We can accept check or money order through the mail. If you are unsure of the number of pages, feel free to contact us at (843) 915-5430 and we can search for the page count. The number of pages can also be found on our website: <https://acclaimweb.horrycounty.org/AcclaimWeb/>. Here you can search for the document by the person's name using last name, first name format with no punctuation. (ex. Smith John) The search results will show all the documents under this name since 1984. If you would like help searching, please contact us.

Please make checks or money orders payable to the Register of Deeds. Please include your account number if you wish to pay using your customer escrow account. **Customer Escrow Account Number:** _____

Mail Requests to: Register of Deeds
PO Box 470
Conway, SC 29528