

**HANCOCK COUNTY CLERK**  
**LAND RECORDS & MARRIAGE LICENSE COPY REQUEST**

**The Hancock County Clerk's Office cannot perform a title search or do research for customers. Requests for title searches will be returned. This form may be used to request a copy of a specific document.**

**Instructions: (Make sure all information is printed and legible.)**

1. Complete the document information or marriage license information section below. If requesting a land record, you **MUST** provide either the book and page number or document number. Copies will **NOT** be made based on party name, property address or parcel number.
2. Please indicate whether or not you are requesting a certified copy.
3. Complete the requestor information section.
4. Copy charge is \$.50 per page. Certified copy charge is \$5.00 for the first three pages and \$.50 for each additional page. A postage and handling fee of \$2.00 is charged for each document requested.
5. Our office accepts cash, cashier's check, certified check, business check or credit card. (Please note an additional fee of \$5.00 will be charged if making a credit card payment.) Checks should be made payable to Hancock County Clerk.
6. Mail request to: **Hancock County Clerk**

**Attn: Land Records**  
**225 Main Cross Street**  
**P.O. Box 146**  
**Hawesville, KY 42348**

**Document Information**

Book and page number \_\_\_\_\_ Certified Copy? Yes No  
Type of document \_\_\_\_\_ Date recorded \_\_\_\_\_  
Parties involved \_\_\_\_\_  
Document control number \_\_\_\_\_  
Address of property \_\_\_\_\_  
Other information \_\_\_\_\_

**Marriage License Information**

First Party name \_\_\_\_\_  
Second Party name \_\_\_\_\_  
Date of marriage \_\_\_\_\_ Certified Copy? Yes No

**Requestor Information**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Please allow up to 3 business days after receipt to process your request.**