

PHOTOCOPY REQUEST

RE 356B (Rev. 6/24)

DRE USE ONLY

DRE RECEIVED DATE

DRE USE ONLY

INSTRUCTIONS

- Complete information below.
- Type or print clearly in ink.
- Hand deliver or mail completed request to the appropriate district office:
 - FR - 2550 Mariposa Mall, Suite 3070
Fresno, CA 93721-2273
 - LA - 320 West 4th Street, Suite 350
Los Angeles, CA 90013-1105
 - SAC - 651 Bannon Street, STE 503
Sacramento, CA 95811
 - SD - 8620 Spectrum Center Blvd., Suite 301
San Diego, CA 92123
 - OAK - 1515 Clay Street, Suite 702
Oakland, CA 94612-1462
- **Acceptable payment methods**—Cashiers’ check, money order, check or credit card.
 - Make check or money order payable to:
Department of Real Estate
 - If paying by credit card, submit a completed Credit Card Payment (RE 909) form.

- Allow 2-4 weeks for delivery.
- Refer to Public Record Access Guidelines (RE 103) form for additional information about requesting records.

COPYING FEES

1. **Readily available records**
 - No charge for:
 - 10 pages or less
 - a single copy of the most recent subdivision public report
 - 10¢ per page
 - *Note:* If requesting large amounts (more than 50 pages), please consider providing a “copy service” as an alternative to DRE copying fees.
2. **Certified photocopy**
 - \$5.00 per request
3. **Subpoenaed records**
 - 10¢ per page plus \$16 per hour for clerical costs
 - 20¢ per page plus \$16 per hour for clerical costs for documents created from microfilm

REQUESTOR INFORMATION

NAME _____

MAILING ADDRESS _____

TELEPHONE NUMBER ()	LICENSE ID NUMBER	DATE OF BIRTH	SOCIAL SECURITY NUMBER (LAST 4 DIGITS)
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RECORDS MUST BE CERTIFIED <input type="checkbox"/> NO <input type="checkbox"/> YES-Refer to fees	LICENSEE SIGNATURE ➤ _____
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Description of records to be photocopied

NAME	CASE NUMBER, FILE NUMBER, ETC.
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OTHER IDENTIFYING INFORMATION (EXAMPLE: CHANGE APPLICATION DATED 9/09/04 OR RENEWAL APPLICATION DATED 2/23/96)

DRE ESTIMATED CHARGES

Non-subpoenaed records

Estimated Pages _____
 @ 10¢ per page \$ _____
 plus Certification Fee (if requested)..... \$ _____
 Total Estimated Charges \$ _____

Subpoenaed records

Number of Pages..... _____
 @ 10¢ per page \$ _____
 Number of Pages..... _____
 @ 20¢ per page (from microfilm)..... \$ _____
 Number of Hours _____
 @ \$16 per hour * \$ _____
 Other Actual Costs..... \$ _____
 Total Charges \$ _____

* Minimum Charge – \$4 for ¼ hour or fraction thereof.