

**PHOTOCOPY REQUEST**

LICENSING

RE 356B (Rev. 6/11)

**INSTRUCTIONS**

- Unless subpoenaed, only Licensees may receive photocopies of their records.
- 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 93721-2273  
 LA — 320 W. 4th St., Suite 350  
 Los Angeles 90013-1105  
 SAC — 2201 Broadway (by mail: P.O. Box 187000)  
 Sacramento 95818-7000  
 SD — 1350 Front St., Suite 1063  
 San Diego 92101-3687  
 OAK — 1515 Clay St., Suite 702  
 Oakland 94612-1462

**COPYING FEES**

1. **Readily available records**
  - No charge for:
    - 10 or less pages
    - 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

**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.

**Note:** Allow 2-4 weeks for delivery.

**REQUESTOR INFORMATION**

NAME	TELEPHONE NUMBER (include area code)	RECORDS MUST BE CERTIFIED <input type="checkbox"/> NO <input type="checkbox"/> YES – Refer to fees.
MAILING ADDRESS	LICENSEE SIGNATURE	

**Description of records to be photocopied**

NAME	CASE NUMBER, FILE NUMBER, ETC.	LICENSE ID#
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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.

**Note to DRE staff:** All requests are processed by the Licensing Information Section. If paper copy is from a licensee masterfile, this document will be imaged after the request is completed.