

**PHOTOCOPY REQUEST**

RE 356B (Rev. 12/18)

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 - 1651 Exposition Boulevard  
Sacramento, CA 95815-6549
  - SD - 1350 Front Street, Suite 1063  
San Diego, CA 92101-3608
  - 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.