



# Copy Requests for Land Records



There are several ways to request copies of our records from our office:

## In Person:



- The Clerk's Office is located at 80 Court Square, Harrisonburg, VA and the Deed Room is located on the first floor to the right of the elevator.
- Office hours are Monday - Friday, 8:30am-4:30 pm, excluding holidays.
- Copies are 50¢ a page; we accept cash, checks, money orders and credit cards. All credit card transactions will include a 4% surcharge. Certification fee is \$2.00 plus the cost of copies for the entire document.

## Online:



- Indexes, including the historical indexes, are free to view. A subscription is required to view, download or print most images\*.
- You can purchase a 15 minute subscription for \$5.20 for a quick search. Monthly and yearly subscriptions are also available. Site is available 24/7/365. Please visit Secure Remote Access to create an account and purchase a subscription.
- Click here to view list of images that are available to view for free without purchasing a subscription.

## Phone:



- As long as the caller has all the information needed to locate the document quickly. All of our records can be located by name and book/page only. Property address cannot be used to locate records. Callers should know the owner's name or book/page reference for the document prior to calling. Approximate date of recordation is also helpful. Indexes are free at on our Secure Remote Access site to assist in locating recording information prior to calling. If there are too many entries under a name, staff will not be able to research it over the phone and you will need to either come in person or use the online option.
- Payment must be made over the phone by credit card only. Copies are 52¢ per page including the credit card surcharge. Certified copies are an additional \$2.08 including the credit card surcharge and must be mailed.
- Copies can be requested at 540-564-3126 or 540-564-3124

## Mail:



- Please provide owner's name or book/page for the document requested. Indexes are free at on our Secure Remote Access site to assist in locating recording information. Approximate date of purchase is also helpful if there are numerous transactions under the owner's name. You may need to contact our office at 540-564-3126 or 540-564-3124 prior to mailing the request to determine the amount needed for payment.
- Copies are 50¢ per page. Certification fee is \$2.00 plus the cost of copies for the entire document. Checks or money orders should be made payable to Clerk of Court.
- You can mail a copy request along with payment for copies and a self-addressed stamped envelope for return to our office at:

Rockingham County Circuit Court  
Attn: Deed Room  
80 Court Square  
Harrisonburg, VA 22802