

You may obtain Documents or Plats without making the trip to Ravenna.

Our procedure for obtaining documents is as follows:

E-mail me with your volume and page number (pcrec.copies@portageco.com)

I would pull the book or plats and E-mail you back page totals.

Then you may choose delivery method from the options listed below:

Send a check with your request through the mail option:

Per Page

\$2.00 Plat

\$2.00 For all other Documents

\$1.00 To Certify (per document)

Total pages are ____@ \$2.00 per page=____plus a **self-addressed stamped envelope** large enough to mail requested documents.

Will mail out immediately upon receiving check!

**Checks payable to: Portage County Recorder's Office
449 S. Meridian St
Ravenna, Ohio 44266**

Send a check with your request to fax option:

Per Page

\$4.00 Plat

\$4.00 Copies

Total pages are ____@ \$4.00 per page = ____

Will fax immediately upon receiving check!