

# Santa Clara Clerk-Recorder's Office Official Images and Index Form



The Santa Clara County Clerk Recorder's Office offers Official Record images and indexes for sale via secure file transfer. The Clerk-Recorder does not profit from this service; all pricing is based on cost recovery.

**Please note the following before requesting a subscription:**

1. The image files will be in TIFF multi-page format (one document per file), e.g.12345678.TIF signifies the document.
2. Ongoing payment is made either by draw-down (debit) account or credit card.
3. **If you use a draw-down account:**
  - a. Only funds not used at the time of account cancellation will be refunded
  - b. Payments can be made by mail or in person at our office.
  - c. If you do not have enough money in the draw-down account to cover the charges, we will NOT transfer the files.
  - d. If two shipment cycles are missed due to insufficient funds, the subscription will be terminated.
4. A non-refundable set-up fee of \$95 is charged each time a subscription account is created or re-established.
5. We will confirm your subscription start date by email.

**Pricing is shown in the box below:**

DRAW DOWN ACCOUNT				
	Setup Fee	Initial Deposit	Total	Ongoing Charges
Daily Images	\$95	\$2,400	\$2,495	\$28 daily
Weekly Images	\$95	\$358	\$453	\$42 weekly
Monthly Images	\$95			\$100 monthly
Yearly Images	\$95			\$1,206 annually
Daily Index	\$95	\$2,400	\$2,495	\$11 daily
Weekly Index	\$95	\$358	\$453	\$17 weekly
Monthly Index	\$95			\$43 monthly
Quarterly Index	\$95			\$121 quarterly
Yearly Index	\$95			\$446 annually

Prices are subject to change at any time.

CREDIT CARD ONLY				
	Setup Fee	Transaction Fee	Total	Ongoing Charges
Daily Images	\$95	\$6	\$101	\$34 daily
Weekly Images	\$95	\$6	\$101	\$48 weekly
Monthly Images	\$95	\$6	\$101	\$106 monthly
Yearly Images	\$95	\$6	\$101	\$1,212 annually
Daily Index	\$95	\$6	\$101	\$17 daily
Weekly Index	\$95	\$6	\$101	\$23 weekly
Monthly Index	\$95	\$6	\$101	\$49 monthly
Quarterly Index	\$95	\$6	\$101	\$127 quarterly
Yearly Index	\$95	\$6	\$101	\$452 annually

Prices are subject to change at any time.

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“Unverified” file transfers have not been reviewed for conformity. “Verified” file transfers have been reviewed for conformity with the original documents on file with the Clerk-Recorder-Office. **Please select the desired product subscription below:**

- **Official Images**

Daily – Unverified

Weekly – Verified

Monthly – Verified

Quarterly – Verified

Yearly – Verified

- **Official Index**

Daily – Unverified

Weekly – Verified

Monthly – Verified

Quarterly – Verified

Yearly – Verified

<b>CUSTOMER INFORMATION</b>			
<b>Action Desired:</b>	<input type="checkbox"/> New Subscription	<input type="checkbox"/> Change Subscription	<input type="checkbox"/> Terminate Subscription
Company Name:			
Mailing Address:			
Email Address:		Phone Number:	
<b>PAYMENT INFORMATION</b>			
Select <b>ONE</b> :			
<input type="checkbox"/> Cash. Cash payments are accepted in person only.			
<input type="checkbox"/> Check. Submit checks payable to “Santa Clara County Clerk-Recorder”. Payments by check can be mailed to the office. <i>Address below.</i>			
<input type="checkbox"/> Credit Card. Credit card charges will include a \$6 transaction fee. <i>Please see pricing on pg.1</i>			
Select <b>ONE</b> if using a Credit Card:		Credit Card Number:	
Visa                      Mastercard Amex                      Discover			
Name on Card (print):		Card Expiration Date:	
Card Holder's Signature:		Date:	
<b>SECURE ELECTRONIC FILE TRANSFER (SFTP) INFORMATION</b>			
SFTP Server Name:		IP Address:	
Login ID:		Password:	

Send this form with payment to:  
 Santa Clara County Clerk-Recorder's Office  
 ATTN: RDC Section  
 70 West Hedding Street, East Wing, 1<sup>st</sup> floor  
 San Jose, CA 95110

QUESTIONS? Send an email message to: **REC.DATASALES@REC.SCCGOV.ORG**

RECORDER'S USE ONLY - Customer Code:	Order Number:
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