



COOK COUNTY RECORDER OF DEEDS

118 N. CLARK ST., RM. 120, CHICAGO, IL 60602

Where's My Document?

Dear Cook County Recorder of Deeds (CCRD) Customer,

If you have recently mailed in a document to be recorded, but have failed to receive the document back, there is a good chance that your document was missing the required fee of **\$5.00** for the Mail Handling Fee. Currently, CCRD, is holding your document in anticipation of the required **\$5.00 Mail Handling Fee**, which you may submit via check made out to the **Cook County Recorder of Deeds**, when accompanied by a completed below Mail Handling Fee Request Form that may be sent to the following address and attention to:

Please make sure to send 1 Mail Handling Fee Request Form per document requested, and a separate check per document request. Also, please take note that you may also review the recorded document via our website of cookrecorder.com for **FREE** or purchase a copy there for a nominal fee. Thank you in advance for your cooperation, and we appreciate your business.

**118 North Clark Street, Room 120
Attention Mail Room Supervisor
Chicago, Illinois 60602**



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MAIL HANDLING FEE REQUEST FORM (\$5.00 Mail Handling Charge Form)

Please complete this form when requesting a previously submitted document that was mailed to the Cook County Recorder's Office, but failed to include the REQUIRED Mail Handling Fee of \$5.00. Please be sure to complete all of the information requested so as to ensure the fastest and most efficient processing of your request.

Customer Name: _____ Customer Phone Number: _____

Customer Address: _____

Document Number (Stamped on Back of Check – See Your Bank Records): _____

Property Identification Number (PIN): _____ - _____ - _____ - _____

IMPORTANT NOTICE:

Please make certain to include a check for **\$5.00 PER DOCUMENT**, made payable to: **Cook County Recorder of Deeds**. Send this form and the check to **118 North Clark Street, Room 120, Attention Mail Room Supervisor, Chicago, Illinois 60602**.