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A certified copy is a copy of a document which includes an endorsement with the accompanying seal of the Clerk’s Office stating it to be a true and correct copy of the document filed within our office. Certified copies may be obtained for any document that is filed in our office, with the exception of any case or proceeding that is sealed by law or court order, such as adoptions and juvenile cases. **Due to their official nature, certified copies CANNOT be provided via fax or through e-mail.**

Certified copies can be obtained in person during our normal business hours, Monday through Friday, 8:00 A.M. to 5:00 P.M. However, should you be unable to pick up your certified copies in person, we kindly request that you use this form to make your request.

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Once we receive the completed form, we will contact you with the approximate page count of the document you’ve requested, as well as the total amount due. The cost for certified copies are \$2.50 for the first page, \$.50 for each additional page thereafter. Acceptable payments via mail are check, money order and/or cashier’s check. **Please do not send cash through the mail.** Once payment has been received, the certified copies will be prepared and mailed to the address provided.

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If you have any questions or concerns about the process of obtaining certified copies, please don’t hesitate to contact the office.

Ryan Johnson
Crawford County Clerk of Superior Court
100 GA. Hwy. 42 South
Knoxville, GA. 31050
(478) 836-3328
(478) 836-9170 - Fax

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