Credit card / Privacy Policies: Return Policy:

All sales are images of recorded documents, please be sure you have viewed the document and verified it is the document you wish to obtain before choosing print or email. There will be no returns.

Cancellation Policy:

Once an order for a document has been submitted it cannot be cancelled.

Delivery Method/Timing:

You have two delivery method options, download or e-mail. We recommend you choose download and please be aware of where your downloads are saved on your computer. After the copy is downloaded you can save it and print it as often as you like. If you choose e-mail you can also save the document and re-print at a later time. You should receive your download or e-mail as a multi page pdf image within several seconds of submission, if you do not receive your email please check your spam folder or e-mail blocker. The email will come from: recorder@countyofberks.com . If you do not receive your document by email or download please e-mail recorder@countyofberks.com and include the instrument number of the document (s), the amount your credit card was charged, the name on the account, and the approximate time of your charge. Once we verify your payment we will attach the document image as a reply to your e-mail.

Products and Prices:

Our main product is copies of recorded documents, the price per page is .50 cents plus a credit card processing fee for each transaction paid for by credit card (See How to Pay for Copies for current fee schedule). Our only other product is our e-certified document; the price of an e-certified document is \$10.00 per document, plus a \$1.75 credit card processing fee.

Privacy Policy:

We process our web site sales through AllPaid.Inc (dba GovPay.net) a third party internet gateway service. AllPaid.Inc (dba GovPay.net) receives your credit card information through a secured internet connection and neither our website host nor the County of Berks receives or retains any of your account information other than the name on your account and the amount of the sale, which we do not share or sell to any other parties.