

Request for Release of Deed of Trust without Production

To use this form the owner of the indebtedness must be one of the following entities specified in 38-39-102 (3):

- (1) a qualified holder of the evidence of debt;
- (2) a holder of the evidence of debt submitting a corporate surety bond in lieu of the original evidence of debt; or
- (3) a title insurance company licensed and qualified in Colorado.

How to fill out the request for release form to submit to the Public Trustee

- Mark if the Request is a FULL or PARTIAL Release.
- Enter the current date.
- The Grantor, Beneficiary and Deed of Trust dates and recording information must match exactly what is on the Deed of Trust.
- Enter the current address as requested or check the box if the current address is unknown.
- Fill in the county that will be Releasing the Deed of Trust.
- If this is a Partial Release, the legal description of what is being released must be entered in the space provided. If more space is needed, make the legal description a second page.
- The name and address of the Current Owner and Holder of the Indebtedness (Note) that is secured by the Deed of Trust being Released.
- Name, Title and address of the officer of the Current Owner and Holder of the Indebtedness.
- (This is the person(s) that will be signing the Request for Release form.
- Signature of person(s) listed above.
- Above signatures must be notarized. The notary must fill in the information underneath the signatures, sign and affix their seal.

Send the form with the following:

- **Check for \$28** (for a one-page release) payable to Jefferson County Public Trustee. If you need to add an additional page for the legal it will cost an additional \$5 per page)
- **A valid, legible copy or the original recorded Deed of Trust** to the Public Trustee in the county the Deed of Trust was recorded.
- If box 3(b) is checked, you must provide a Lost Instrument Bond; a Corporate Surety Bond.

NOTE:

- The request for release form must be printed on legal paper.
- The document return information must remain inside the box.
- Please send postage paid, self-addressed envelope to whomever you wish the recorded document and all other paperwork returned.