

Administrative Fee Schedule

Updated 12/17/2025

Pursuant to Monroe County Ordinance 270-6 and the Indiana Access to Public Records Act

Item	Fee
Accident Report	Purchse at www.BuyCrash.com
Gun Permit	No fee
Notary Fee, per document	\$2.00 per document
VIN Check	\$5.00 per vehicle
Criminal History / Background Check	\$7.00
Incident Report	\$.10 a page
Fingerprints	\$5.00
Photos/Flash (USB) Drive	\$5.00
Copies	\$.10 ea. / black & white
	\$.25 ea. / color

1. The above prices ***do not*** include the cost of postage, if applicable.
You must provide postage for records requests requiring shipping or mailing.
2. Payment is required BEFORE records can be picked up or mailed out. In some instances, payment is required before records requests can be processed.
3. Our office accepts cash, money orders, MC, VISA, DISCOVER, AM EX. **NO PERSONAL CHECKS.**
4. *When paying with cash, please* **bring exact change.**