



**Western Nevada Title Company  
Title Policy Copy Request Form**

**Full Legal Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ **SSN:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

\_\_\_\_\_

**Property Address:** \_\_\_\_\_

\_\_\_\_\_

**Closing Date:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**By signing below, I acknowledge that the information provided on this form is true and accurate. I understand and agree to the terms and conditions outlined in the Western Nevada Title Company's Title Policy Copy Request Instructions. Also, you must attach a copy of your government issued Photo ID (Front & Back). ID's must be fully readable and viewable.**

**Name of Signature Authority:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notary (mandatory)**

State of Nevada

County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_

by \_\_\_\_\_.

\_\_\_\_\_  
(Signature of notarial officer)

## Western Nevada Title Company's Title Policy Copy Request Instructions

The instructions outlined below provide clear and consistent instructions for individuals or entities requesting a copy of their title insurance policies. By following these steps, Western Nevada Title Company ensures efficient handling of title policy copy requests while upholding data security and customer service standards. It aims to:

- **Securely verify customer identity** to protect sensitive information.
- **Gather necessary details** to understand the context of the request (e.g., claim filed, real estate transaction).
- **Direct customers to the appropriate channels** based on their situation (online form, email submission, involving another company).
- **Manage expectations** regarding policy retention timelines and processing times.
- **Maintain a professional and informative interaction** with the customer.

1. Fill out the form in its entirety. Forms not completed will be sent back for completion, which may delay our processing.
2. Notary: The notary section must be filled out to verify the identity of the requestor. Additionally, we verify all notaries. The notary identification form attached must be filled out by the notary in its entirety along with a copy of the notary's photo ID. Forms not completed will be sent back for completion, which may delay our processing.
3. Requestor Identification: Only government issued identification cards will be accepted. The photo ID must be fully readable and viewable. ID's not readable or viewable will be sent back and a clean readable and viewable version requested which may delay our processing.
4. Submit the form through the email address used during your transaction. If you no longer have access to that email address you will need to provide the previous email address used during the transaction along with your new email address.
5. Submit the form to [legal@wntco.com](mailto:legal@wntco.com). It is best practice to submit this form encrypted or marked confidentiality to protect your identity and personal identifying information. Western Nevada Title Company is not responsible for the protection of your data if sent outside this requested practice.
6. Processing times may take up to 3 weeks depending on data location and workload.

**NOTARY VERIFICATION SHEET**

Date: \_\_\_\_\_

**NOTARY INFORMATION**

**NOTARY PUBLIC:** PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

Notary Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

County: \_\_\_\_\_

State: \_\_\_\_\_ Notary #: \_\_\_\_\_ Expires: \_\_\_\_\_

1. Signer Full Name: \_\_\_\_\_

\_\_\_\_\_

Type of document used for Identification: \_\_\_\_\_

Issue Place: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

2. Secondary Signer Full Name: \_\_\_\_\_

\_\_\_\_\_

Type of document used for Identification: \_\_\_\_\_

Issue Place: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**ALSO, PLEASE PROVIDE US WITH A COPY OF THE IDENTIFICATION USED TO NOTARIZE THE DOCUMENTS.**

\_\_\_\_\_  
Notary Public Signature