

## To Attach a Document to a ScribOrder

Documents may include signed release of information forms, certification documents, subpoenas, etc.

1. After an order has been submitted, select Click Here to access the Online Order Tracker.

*This receipt is not a guarantee of request approval or fulfillment. The information provided during the request process will be verified prior to fulfilling your request. If we find discrepancies we reserve the right to 'deny' your request(s).*

We are attempting to apply a coupon to the order. If you were charged to use this coupon, your charges are non-refundable.

Your order will be shipped / made available as soon as it is processed. If you have requested pickup, you will be notified as to where they can be picked up via email.

Please use our Online Order Tracker [\(Click Here\)](#) to track the progress of your request.

Note that the Order Track page may be accessed later from the [home page](#), but the order number and email address must be supplied in order to pull up an order to take action on it.



2. From the Track order progress screen for an order, use the Add files option to attach documents to your request.

### Communicate With The Records Office:

If you would like to communicate directly with your records processor, please enter your message in the text box below. The maximum size of individual messages is 500 characters.

★ Message To Send :

[Send Message](#)

### Attach Documentation: please upload the required documentation

If you need to upload documentation, please use the button below to begin the process. The maximum size of individual files is 5 MB.

#### Examples Include:

- Copies of Picture ID
- Passport ID Page
- Copies of Utility Bills
- Signed Release of Information
- Completed Notary Forms

[+ Add files...](#)