

## 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):*

- a qualified holder of the evidence of debt;
- a holder of the evidence of debt submitting a corporate surety bond in lieu of the original evidence of debt; or “see option D”
- 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 \$73** (for a one-page release) payable to Kit Carson County Public Trustee.
- A **valid, legible copy or the original recorded Deed of Trust to the Public Trustee** in the county the Deed of Trust was recorded.
- The document return information must be filled out and remain inside the box.

*Send the WITHOUT Production form electronically via Simplifile or mail to the Kit Carson County Public Trustee:*

[Simplifile.com](https://www.simplifile.com)

Or

Kit Carson County Public Trustee

1650 Donelan Ave. Ste., 204

PO Box 396

Burlington, CO 80807