Beverly B. Kaufman, County Clerk, Harris County
Information & Public Service Department
P.O. Box 1525 • Houston, Texas 77251-1525
Phone: 713-755-6405 Fax: 713-755-4977

FOR CUSTOMER USE ONLY (*Please print or type*)	
Name of Cardholder:	Date:
Address:	
City:	State: Zip:
Phone No.: ( )	Fax No.: ( )
PLEASE PROVIDE REQUESTED PAYMENT INFORMATION	
Credit Card: □ Visa □ MasterCard □ Discover □ American Exp. ***There is a 4% surcharge on all services requested by mail, phone or fax.***	
Card No. __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __ Expiration Date: __ __/__ __ Card Code __ __ __ Cardholder's Signature:	
□ Frost Bank LegalEase Card No.500679-__ __ __ __ __-__ __ __-__ __	
Client No.: __ __ __ __ __ __ Account Signature:	
PLEASE PROVIDE TYPE OF SERVICE REQUESTED	
□ Certified Copy of document on file (certified copies can not be faxed to customer)	
□ Non-Certified Copy of document of file	
Copies delivered by: □ Mail to address above □ Fax to number above □ Customer will pick up	
FOR COPY REQUEST - PROVIDE DOCUMENT *INFORMATION*	
** Document Type, Date of document, Names on document, File number or license number**	
For County Clerk Use Only:	Amount: $ _____
Receipt # _____	Approval Code:__ __ __ __ __ __
Requested by: □ fax □ phone □ mail	Entered by: _____

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