

OFFICE OF BEVERLY B. KAUFMAN, COUNTY CLERK, HARRIS COUNTY, TEXAS
COUNTY CIVIL COURT AT LAW DEPARTMENT

INSTRUCTIONS FOR COMPLETING THE APPLICATION:

- 1) Complete all of the requested information on the application and have the application notarized.
- 2) Obtain the following proper form of identification and proof of age:

A certified (not notarized) copy of your birth certificate. If you were born in the State of Texas, a copy may be purchased for a fee from the Harris County Clerk's office, or through the Health Department in the city in which you were born. The Harris County Clerk's office may be reached at (713) 755-6438 and the city of Houston's Health Department may be reached at (713) 794-9050.
- 3) If you want the check mailed by certified mail to the address supplied on the application you must take the following steps in addition to the two steps above. Check the appropriate box on the application. Submit a copy of your valid driver's license or an authorized picture identification card along with your application. The applicant must also submit a completed and signed IRS form W-9. A blank IRS Form W-9 is available for downloading from the County Clerk web site www.cclerk.hctx.net.
- 4) **Questions regarding the above procedures may be directed to the Civil Courts Department at 713-755-7977.** Upon completing the tasks outlined above, mail or deliver the required items to one of the following addresses:

In Person: Harris County Clerk's Office
Attn: County Civil Courts at Law Department
201 Caroline, Room 300
Houston, Texas 77002

Mail: Harris County Clerk's Office
Attn: County Civil Courts Department 2
P. O. Box 1525
Houston, TX 77251-1525

INFORMATION ON THE WITHDRAWAL OF REGISTRY FUNDS

- 1) Your application will not be processed unless you have turned 18 or have otherwise reached your legal majority.
- 2) Once the application is received, the County Clerk's Office will prepare for the Court an order to withdraw funds from the Registry of the Court.
- 3) The order must be signed by the judge before a check can be issued.
- 4) Your check will be ready approximately two weeks from the time the Judge signs the order directing the County Clerk to disburse the funds.
- 5) **In Person Pickup** – You will be called when your check is ready to be picked up at the address below. You will be required to present an authorized picture identification card before receiving the check.

Harris County Clerk's Office, Financial Department
Harris County Civil Courthouse
201 Caroline, Suite 460

- 6) **Certified Mail Delivery** - If you have requested that the check be mailed on your application or if you reside outside of Harris County the check can be sent to you by certified mail if the following conditions have been met. The appropriate box on the application has been checked. A copy of your valid driver's license or an authorized picture identification card along with your application has been submitted. A completed and signed IRS form W-9 has been submitted. A blank IRS Form W-9 is available for downloading from www.cclerk.hctx.net.