



OFFICE OF TENESHIA HUDSPETH
 COUNTY CLERK, HARRIS COUNTY, TEXAS
 PROBATE COURTS DEPARTMENT

SECTION 1 FOR CUSTOMER USE ONLY (Please print or type)

Name of Cardholder:		Date:
Billing Address:		
City:	State:	Zip:
Phone No.:	Fax No.:	
Email Address:		
Mail Copies/Letters to Name and Address:		

SECTION 2 PLEASE PROVIDE REQUESTED PAYMENT INFORMATION

Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Exp. <i>There is a 4% surcharge on all services requested by mail, email, phone or fax.</i>	
Card No. _____	Expiration Date: _____
Card Code _____	Cardholder's Signature: _____

SECTION 3 PLEASE PROVIDE TYPE OF SERVICE REQUESTED

Certified Letters of: <input type="checkbox"/> Testamentary <input type="checkbox"/> Administration <input type="checkbox"/> Guardianship	
# of letters: _____ <input type="checkbox"/> Mail to the address above (Letters cannot be emailed)	
<input type="checkbox"/> Certified Copy of Documents <input type="checkbox"/> Mail <input type="checkbox"/> Pick Up <input type="checkbox"/> Email (<i>certified copy by email may not be accepted by some entities</i>) # of Copies: _____	
<input type="checkbox"/> Non-Certified Copy of Document <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Pickup	
# set of Copies _____ * <i>Some document(s) may exceed the outgoing email file size limitations</i>	
<input type="checkbox"/> Exemplification Certificate (certificates cannot be faxed or emailed)	

SECTION 4 PROVIDE CASE NUMBER, NAME, AND NAME OF EACH DOCUMENT BEING REQUESTED

For County Clerk Use Only:	Amount: \$
Approval Code: _____	Entered by: _____