



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:	<input type="checkbox"/> Check box if Mailing & Billing is the same	
Mailing Name and Address (If different from billing):		

SECTION 2 PLEASE PROVIDE REQUESTED PAYMENT INFORMATION

Credit Card: Visa MasterCard Discover American Exp.
There is a 4% surcharge on all services requested by mail, email, phone or fax.

Card No. _____ Expiration Date: _____

Card Code _____ Cardholder's Signature: _____

SECTION 3 PLEASE PROVIDE TYPE OF SERVICE REQUESTED

Certified Letters of: Testamentary Administration Guardianship

of letters: _____ Pick Up Mail to the address above (**Letters cannot be emailed**)

Certified Copy of Documents Mail Pick Up Email (*certified copy by email may not be accepted by some entities*) # of Copies: _____

Non-Certified Copy of Document Mail Email Fax Pickup

set of Copies _____ * Some document(s) may exceed the outgoing email file size limitations

Exemplification Certificate (certificates cannot be faxed or emailed)

SECTION 4 PROVIDE CASE NUMBER, STYLE OF CASE, NAME OF EACH DOCUMENT AND DATE FILED THAT ARE BEING REQUESTED

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