



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: _____
Mailing Address: _____	
City: _____	State: _____ Zip: _____
Phone No.: _____	Fax No.: _____
Email 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	
<input type="checkbox"/> Certified Copy <input type="checkbox"/> Mail <input type="checkbox"/> Email (<i>certified copy may not be accepted by some entities</i>) # of Copies: _____	
<input type="checkbox"/> Non-Certified Copy <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax # 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 to customer)	
Letters of: <input type="checkbox"/> Testamentary <input type="checkbox"/> Administration <input type="checkbox"/> Guardianship # of letters _____	
<input type="checkbox"/> Mail to address above	
SECTION 4 PROVIDE CASE INFORMATION/NAME OF EACH DOCUMENT	
For County Clerk Use Only:	Amount: \$ _____
Approval Code: _____	Entered by: _____