



David Frantham

DENTON COUNTY DISTRICT CLERK

PO Box 2146
Denton, TX 76202
940-349-2200 Fax: 940-349-2201

Redaction of SSN from Court Documents Procedures and Information

Government Code Sec. 552.147 was amended in 2007 to authorize District Clerks to redact a portion of a Social Security Number of a living person maintained on a document in the official record of the District Clerk's office. The request must be made using the District Clerk's form and must specify the document or documents and page number from which the partial SSN is to be redacted. There is no fee for this request/service.

The procedures to follow to have your SSN removed from a document are to obtain the correct form from the Denton County District Clerk's office or the District Clerk's website located at www.dentoncountycourt.gov under "Forms & Additional Information". Complete the form by printing legibly; the document must be legible or the request will not be fulfilled. To request a partial SSN redaction on multiple cases, a new form must be completed for each cause number. **You must correctly identify the cause number, document name and page number** from which you want your SSN to be partially redacted. Any error in the request form will void the request and the request will not be fulfilled.

This completed form can be either mailed or hand-delivered to this office. This office will only approve requests made by the person subject of the redaction and/or the requests made by attorney of record, legal guardian for or custodial parent of the person subject of the redaction. If you hand-deliver the completed form to this office, you must present a valid form of identification when you submit this request. If you mail the completed form into the office at the address on the form, you must include a photocopy of a valid driver's license – DO NOT write your Driver's License number, SSN or any other personal identifier on the request form. The photocopy will be destroyed immediately upon verification of ID.

REDACTIONS OF PARTIAL SOCIAL SECURITY NUMBERS ARE PERMANENT. The portion of the SSN that is redacted will never be able to be recovered, reproduced or recreated.

Once identification has been verified, the Department Supervisor or her designee will complete the redaction process. Redaction will occur in most cases within 72 hours of the receipt of the request. It may take 5 business days for all records posted to reflect the redacted partial SSN, under normal conditions.



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Denton County District Clerk
Redaction of SSN Request Form

Redaction of Social Security Number as authorized by the Government Code Sec. 552.147(d) (see below) will remove the first 5 digits of the requestor's Social Security Number, leaving the last 4 digits of the Social Security Number visible in the document on file. You must complete the form for each cause number, listing the title of the specific document(s) and page number(s) where the social security number to be redacted appears. (Note: You may only request your own social security number redacted or that of your child/ward. Only a parent/legal guardian may request the redaction of a child's SSN on a document.

IF THIS FORM IS NOT COMPLETED IN FULL AND LEGIBLY
THE REQUEST WILL BE CONSIDERED VOID AND WILL NOT BE FULFILLED.

PLEASE PRINT LEGIBLY

Cause No. _____

Full name of person whose SSN is to be redacted: _____

Table with 2 columns: Document Title, Page #

I am the owner or parent/legal guardian of the persons who's Social Security Number (SSN) appears in the document(s) listed above. I submit this request for the purpose of preventing full disclosure of my SSN and I understand the last four digits must remain in the public document as required by law.

Signature of Requestor Date Signed Daytime Phone Number

If this form is mailed to the District Clerk's office, you must include a photocopy of requestor's Driver's license. The photocopy will be destroyed after verification.

Sec. 552.147. (d) Unless another law requires a social security number to be maintained in a government document, on written request from an individual or the individual's representative the clerk shall redact within a reasonable amount of time all but the last four digits of the individual's social security number from information maintained in the clerk's official public records, including electronically stored information maintained by or under the control of the clerk. The individual or the individual's representative must identify, using a form provided by the clerk, the specific document or documents from which the partial social security number shall be redacted.

TO BE COMPLETED BY CLERK:

Redacted from: Clerk's Initials Date Completed
Original:
Image:
Microfilm:
*Type of ID Presented:
Destroyed on:
By:

Request Not Completed due to: Clerk's Initials: