

# County Clerk Marriage Record Copy Request Form

\*\*\*THIS FORM IS ONLY TO BE USED FOR MARRIAGE LICENSE COPY REQUESTS\*\*\*

Date: \_\_\_\_\_

To: Denton County Clerk, Juli Luke

Department: Recording

FAX Number: 940/349-2019

From: Name: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

<b>CLERK USE ONLY</b> TOTAL CHARGES \$ _____
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## Authorized Signature:

This form authorizes the merchant (VitalChek) to charge my account for services rendered by the County Clerk's office, plus a \$2.50 service fee. A base percentage of 4% will be charged on credit transactions over \$50.00. Please see our website for additional fees.

Please provide details about document requested:

**Name of Groom:**

\_\_\_\_\_

**Name of Bride:**

\_\_\_\_\_

**Date of Marriage:** \_\_\_\_\_

**Address to send documents:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## Payment Information

Name as it appears on Card: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ --

(Check which applies) MasterCard  Discover  American Express  Visa

CVV# \_\_\_\_\_ (security code on back of card) Exp. Date: \_\_\_\_ / \_\_\_\_

Billing Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

**\*\*Note\*\*** The ZIP Code must match the cardholder's billing address; if not, the transaction will be declined.

- Certified copies of marriage records recorded after April 1, 2001 are \$18.00 + \$2.50 credit transaction fee.
- Certified copies of marriage records recorded prior to April 2, 2001 are \$17.00 + \$2.50 credit transaction fee.

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