

# County Clerk Property Records Copy Request Form

\*\*\*THIS FORM IS NOT TO BE USED FOR BIRTH OR DEATH CERTIFICATE\*\*\*  
\*\*\*OR MARRIAGE LICENSE 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 list documents requested:  
Visit [www.dentoncounty.com/recordingsearch](http://www.dentoncounty.com/recordingsearch) to obtain document numbers

Select Plain Copies  
- or -  
Certified Copies

Doc. # \_\_\_\_\_  
Doc. # \_\_\_\_\_  
Doc. # \_\_\_\_\_  
Doc. # \_\_\_\_\_  
Doc. # \_\_\_\_\_

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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 \$5.00 per document + \$1.00 per page
- Plain Copies \$1.00 per page

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