



FORT BEND COUNTY CLERK

LAURA RICHARD COUNTY CLERK

301 Jackson St., Richmond TX 77469-3108
(281) 341-8652

www.fortbendcountytx.gov
cclerk@fortbendcountytx.gov

Fort Bend County Clerk, Laura Richard has made the difficult decision to close all County Clerk lobbies to the public as a measure to help contain the spread of the Coronavirus (COVID-19). The closure will take effect Friday, March 20 at 5:00 p.m.

County Clerk lobbies affected by this closure include Katy, Missouri City, Sienna and all locations in Richmond.

Alternative Ways of Transacting Business with the Fort Bend County Clerk

County Courts At Law Division

Filing Methods - E-Filing and Document Drop Box (located at the entrance to the courts building at 1422 Eugene Heiman Circle, Richmond, Texas)

Certified Copies

Method of delivery: Email, Mail or Document Drop Box (located at the entrance to the courts building at 1422 Eugene Heiman Circle, Richmond, Texas)

Information necessary to process request: case number and document title

Payment options: Pay online via the County Clerk website. Confirmation number of payment must be included with request. Cashier's check and money order accepted.

Misdemeanor Payments

Payment options: Pay online via the County Clerk website. Confirmation number of payment must be included with request. Cashier's check and money order accepted.

County Court At Law Court Hearings and Dockets

Contact your attorney or the Court Coordinator for further instructions. For further information go to:

<https://www.fortbendcountytx.gov/government/departments-a-d/county-courts-at-law>

Jury trials are suspended. For further information, contact the District Clerk.

Fees for all documents can be found at <https://www.fortbendcountytx.gov/government/departments-a-d/county-clerk/fees>

County Clerk online payment (credit and debit):

<https://www.fortbendcountytx.gov/government/departments-a-d/county-clerk/credit-card-payments>

Official Public Records Division

Recording of Real and Personal Property Documents

Method of delivery: E-Recording*, Mail or Document Drop Box (located at the entrance to the courts building at 1422 Eugene Heiman Circle, Richmond, Texas)

*Please note: The following entities per Texas Local Government Code Chapter 195.003, may use E-Recording to electronically file documents with our office:

- An attorney licensed in this state
- Mortgage Lenders, banks, and credit unions
- State agencies
- State licensed Title Companies and agents

Texas Local Government Code Chapter 195.003 prohibits us from offering E-Recording services to the general public.

Payment options: Pay online via the County Clerk website. Confirmation number of payment must be included with request. Cashier's check, personal or business check and money order accepted.

After recording, the document will be returned to the customer via standard mail.

Filing Assumed Name Document (DBA's)

Application: Fill out application online: <https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/dba-assumed-name-new>

Have the document notarized.

Method of delivery: Mail or Document Drop Box (located at the entrance to the courts building at 1422 Eugene Heiman Circle, Richmond, Texas)

Payment options: Pay online via the County Clerk website. Confirmation number of payment must be included with request. Cashier's check, personal or business check and money order accepted.

Filing Foreclosures

Method of delivery: Email, Mail or Document Drop Box (located at the entrance to the courts building at 1422 Eugene Heiman Circle, Richmond, Texas)

Payment options: Pay online via the County Clerk website. Confirmation number of payment must be included with request. Cashier's check, personal or business check and money order accepted.

After posting the foreclosure notice, County Clerk staff will mail a stamped copy to filer.

Please note that foreclosure notices must be filed 21 days ahead of sale.

Plats (other than those that are on the Commissioner's Court agenda)

Please call us at 281-341-8652 for instructions.

Legal Postings

Method of delivery: Email to ccposting@fortbendcountytexas.gov , Mail or FAX to 281-238-2290

Payment options: Escrow account (previously set up) or online via the County Clerk website.

Confirmation number of payment must be included with request.

Fees for all documents can be found at <https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/fees>

County Clerk online payment (credit and debit):

<https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/credit-card-payments>

Vital Statistics Division

Birth or Death Certificate Copies

Application: Fill out application online: <https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/local-registrar-and-vital-statistics-new/birth-death-certificates-new>

Please note the application **MUST** be notarized.

Provide a copy of acceptable ID.

Method of delivery: Mail or Document Drop Box (located at the entrance to the courts building at 1422 Eugene Heiman Circle, Richmond, Texas)

Payment options: Pay online via the County Clerk website. Confirmation number of payment must be included with request. Cashier's check and money order accepted.

Copies of Marriage License

Applications for Copy Requests can be found at

<https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/county-clerk-forms-new>

Method of delivery: Email, Mail or Document Drop Box (located at the entrance to the courts building at 1422 Eugene Heiman Circle, Richmond, Texas)

Payment options: Pay online via the County Clerk website. Confirmation number of payment must be included with request. Cashier's check, personal or business check and money order accepted.

Application for Marriage License

According to Texas Family Code Chapter 2.002, a person applying for a marriage license must appear before the county clerk; submit the person's proof of identity and age; provide the information on the application; take the oath before the clerk and sign the application form. Therefore, these services are not available at this time. Please reference <https://www.county.org/About-Texas-Counties/Texas-County-Websites> for a list of Texas Counties to contact the County Clerk for availability to assist you.

Fees for all documents can be found at <https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/fees>

County Clerk online payment (credit and debit):

<https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/credit-card-payments>

Online Record Search

Should you need to search online records or purchase non-certified copies go to:

<https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/search-databases-new>

The following records can be searched at the link above:

Official Public Records

Foreclosures

Birth Certificates (index only)

Court Records

Marriage Records

Death Certificates (index only)

Commissioner Court Agenda and Minutes