

County Clerk – Official Public Records

Frequently Asked Questions

- **What year do records start?**

A. Although Fort Bend County was created in 1837, we have historic records that date back to 1821 available for public view online at, <http://ccweb.co.fort-bend.tx.us/>
- **Can I look up property records by legal description or address?**

A. You can search the official public records up party name, grantor, grantee, date filed, instrument number, or document type. More instructions on searching the records here, <http://ccweb.co.fort-bend.tx.us/RealEstate/SearchEntry.aspx>
- **How do I get a copy of my divorce decree?**

A. Divorce decrees are handled through the district clerk's office, their website here, <https://www.fortbendcountytexas.gov/government/departments/fort-bend-county-district-clerks-office/contact-us>
- **How do I contact the County Clerk's records division?**

A. You can contact the County Clerk's records division through email: cclerk@fortbendcountytexas.gov, phone (281)-341-8685, or mail:

**Fort Bend County Clerk
301 Jackson Street, Suite 101
Richmond, TX 77469.**
- **Can I record my documents electronically/online?**

A. See E-recording page for guidelines on who and how you can record online through our authorized submitters here, <https://www.fortbendcountytexas.gov/government/departments/county-clerk/recording/e-recording> Texas Local Government Code Chapter 195.003 prohibits us from offering E-recording services to the general public.
- **Can I pay online?**

A. you may process an online payment for services such as certified copies of Vital Records (birth, death, and marriage), copies of Official Public Records, and Court Records (plain or certified) or court costs and fines. More information here, <https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/credit-card-payments>
- **Do I have to come into the office to record or request copies of documents?**

A. You can request copies of your documents online and receive them through the mail or via download once the payment has been made. In order to record a document, you must submit the document through mail, drop box, or walking it into one of the County Clerk's in-person service locations.

- **What are your recording fees?**
 A. Recording Fees vary depending on the services that are requested, to see the fees please see our Fee Schedule online <https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/fees>
- **Can I record Power of Attorney?**
 A. Power of attorney other than Medical Power of Attorney can be recorded with the County Clerk's office as long as they fulfil the general recording requirements here, <https://statutes.capitol.texas.gov/Docs/PR/htm/PR.12.htm>.
- **How do I register a Business Name/Assumed Name/DBA?**
 A. A company doing business in Texas must file an Assumed Name Certificate (DBA or Doing Business As) with the County Clerk of each county in which the business will be conducted. You can find the form online or in one of the County Clerk locations. For more information, <https://www.fortbendcountytexas.gov/government/departments/county-clerk/dba-assumed-name>. Certain entities must file their assumed name certificate with the Secretary of State.
- **How do I search DBAs filed in Fort Bend County?**
 A. You can search the DBA records through our online records search website, <http://ccweb.co.fort-bend.tx.us/RealEstate/SearchEntry.aspx>
- **How do I register a LLC, LP, or Corporation?**
 A. LLC, LP, and Corporations are filed on the state level. You can find more information on the Secretary of State's site, <https://www.sos.state.tx.us/corp/index.shtml>
- **How do I get my EIN number?**
 A. EIN numbers are received through the IRS [Employer ID Numbers | Internal Revenue Service \(irs.gov\)](https://www.irs.gov)
- **How do I request my sales tax number?**
 A. Sales tax numbers can be received through the comptroller's office, <https://comptroller.texas.gov/taxes/permit/>
- **How do I find out what permits I need for my business?**
 A. Permit information can be found here, <https://www.fortbendcountytexas.gov/doing-business/permits> .
- **How often do I need to renew my DBA?**
 A. DBA's can be registered for a period not to exceed 10 years (Business and Commerce Code 71.052) (3).
- **How do I apply for a liquor license?**
 A. You can apply for a liquor license on the TABC website and additional information here, <https://www.tabc.texas.gov/services/abc-licenses-permits/>

- **How do I register a brand or mark?**
 A. You can register a brand or mark with the County Clerk at our offices. The application and more information available online
<https://www.fortbendcountytexas.gov/government/departments/county-clerk/recording/brands>
- **How do I file property records?**
 A. Documents that are recordable can be brought into the Official Public records at 301 Jackson Street in Richmond or submitted via the mail for recording. Annex locations are also available in Missouri City, Sienna, and Katy that can record property records. For more information on our locations,
<https://www.fortbendcountytexas.gov/government/departments/county-clerk/recording>
- **How do I get certified copies of property records?**
 A. Certified copies can be purchased online,
<https://www.fortbendcountytexas.gov/government/departments/county-clerk/online-record-search> . Or through our office locations in Richmond (Travis Building), Missouri City, Sienna, or Katy Annexes.
- **How do I search property records?**
 A. Property records can be searched here,
<http://ccweb.co.fort-bend.tx.us/>
- **How do I search foreclosures?**
 A. You can search foreclosures here,
<https://www.fortbendcountytexas.gov/government/departments-a-d/county-clerk/foreclosures-new>
- **How do I request a copy of a plat?**
 A. Plats can be requested online, through the mail, or in person (at the main office ONLY, Richmond Travis Building, 301 Jackson Street, Suite 144) with the form,
[OPRFeeScheduleJuly2020.pdf \(fortbendcountytexas.gov\)](#)
 Prices for subdivision plat copies are:
 \$10.00 per plat page (24 x 36 computer generated paper copy)
 \$20.00 per CD-ROM not to exceed 700 MB of data
 \$40.00 per daily USB export of data not to exceed 8 hours run time
- **How do I find out what taxes my property owes?**
 A. Tax questions should be directed to the tax office,
<https://www.fortbendcountytexas.gov/government/departments/tax-assessor-collector/property-taxes>
- **How do I search for my property survey?**
 A. If a survey has been filed, it will be attached to a recordable document like a Deed. Survey documents are not recorded by themselves. Check with the builder to find out if they or the original survey company still has the document.