County Clerk – Official Public Records
Frequently Asked Questions

- **What year do your 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, https://www.fortbendcountytx.gov/government/departments/county-clerk/online-record-search .

- **Can I look up property records by legal description or address**?
  A: You can search the official public records by party name, grantor, grantee, date filed, instrument number, or document type. For more instructions on searching the records, https://www.fortbendcountytx.gov/government/departments/county-clerk/online-record-search.

- **How do I get a copy of my divorce decree**?
  A: Divorce Decrees are handled through the District Clerk's office, https://www.fortbendcountytx.gov/government/departments/fort-bend-county-district-clerks-office .

- **How do I contact the County Clerk's records division**?
  A: You can contact the County Clerk through email: cclerkrecords@fortbendcountytx.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: Please see our e-recording page for guidelines on who and how you can record online through our authorized submitters, https://www.fortbendcountytx.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. For more information, https://www.fortbendcountytx.gov/government/departments/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 payment has been made. In order to record a document, you must submit the

document through the mail 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.fortbendcountytx.gov/government/departments/county-clerk/fees .

- **Can I record a Power of Attorney**?
  A: Power of Attorney documents other than Medical Power of Attorney can be recorded with the County Clerk's office as long as they fulfil the general recording requirements, 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.fortbendcountytx.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, https://www.fortbendcountytx.gov/government/departments/county-clerk/online-record-search.

- **How do I file a DBA under my Corporation, LLC, LLP, or LP?**
  A: As of September 1, 2019, the County Clerk has been removed as a place of filing for Assumed Name Certificates (DBA's) for certain entities. Assumed Name Certificates being filed as a Corporation, Limited Partnerships, registered series of a Limited Liability Company or a foreign filing entity required to file a certification under section 71.101 of the Texas Business and Commerce Code shall file the certificate in the office of the Secretary of State (Texas Business and Commerce code 71.103). https://www.sos.state.tx.us/corp/index.shtml .

- **How do I get my EIN number**?
  A: EIN numbers are received through the IRS, https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online .

- **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.fortbendcountytx.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: Information and forms can be found on the TABC website, https://www.tabc.texas.gov/services/tabc-licenses-permits/ .

- **How do I register a brand or mark**?
  A: You can register a mark or brand with the County Clerk's office. The application and more information available online https://www.fortbendcountytx.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 office at 301 Jackson Street in Richmond or submitted via the mail for recording. Annex locations are also available in Missouri City, Sienna, Katy, and Sugar Land that can record property records. For more information on our locations, https://www.fortbendcountytx.gov/government/departments/county-clerk/contact-us .

- **How do I get certified copies of property records**?
  A: Certified copies can be purchased online, https://www.fortbendcountytx.gov/government/departments/county-clerk/covid-non-contact-transactions . Or through the office locations in Richmond (Travis Building), Missouri City, Sienna, Katy, or Sugar Land Annexes.

- **How do I search property records**?
  A: Property records can be searched here, https://www.fortbendcountytx.gov/government/departments/county-clerk/online-record-search .

- **How do I search foreclosures**?
  A: Foreclosures are located here, https://www.fortbendcountytx.gov/government/departments/county-clerk/search-for-foreclosures .

- **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, HERE.
  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.fortbendcountytx.gov/government/departments/tax-assessor-collector .

- **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.