

FORT BEND COUNTY CLERK'S OFFICE CIVIL COPY REQUEST

Complete the Copy Request form. Complete the payment for copy request. Instructions for processing credit card payments, please review **Credit Card Payment** page. Send the completed copy request form along with payment information to *cclerk@fortbendcountytexas.gov* for processing.

DATE: _____ CAUSE NUMBER: _____

VS

Name of Person/Company Requesting: _____

Address: _____

Telephone: _____ Email: _____

_____ CALL FOR PICKUP CALLED CUSTOMER FOR PICKUP ON _____
_____ HOLD FOR PICKUP
_____ MAIL WHEN READY
_____ EMAIL WHEN READY

Please Check One (1):

_____ Non-Certified Copy (Plain) \$1.00 per page
_____ Certified Copy -Paper (Seal) \$1.00 per page PLUS \$5.00 per certification
_____ E-Certified Copy (Seal) \$1.00 per page PLUS \$5.00 per certification

List of Copies Needed:

Number of Pages Copy Of

_____ Petition
_____ Citation
_____ Answer
_____ Judgment
_____ Other:
_____ Other:
_____ Other:
_____ Other:

Escrow Users, Please Check One: _____ Do Not Charge to my Account
_____ Charge to my Account Number _____

***** If you pay by check, the following is required: Printed name, address & phone number on the check
Date of birth and driver's license number of signer.**

ALL REQUESTS MUST BE SIGNED.

Confidential information may be redacted from the document requested.

Signature of Person Requesting

Amount Due:\$ _____ Date: _____ Payment Taken By: _____

CASH _____ CHECK # _____ RECEIPT # _____

Date Copies Mailed: _____ or Emailed: _____ Copies Mady By: _____