

REQUEST FOR COPIES

The District Clerk's Office provides **two (2) options** for certifying documents:

1. **Electronically** – The certification includes a watermark on each page, a page count on the bottom of each page, and an electronic seal with electronic signature.
2. **Raised Seal** - The certification includes a raised impression of the seal above the surface of the paper, a page count on the bottom of each page, and a county seal with a live signature.

*The County Clerk's office will **NOT** accept an emailed copy for filing. (They need **Hard Copy/Raised Seal with Live Signature**)

****IT IS YOUR RESPONSIBILITY TO CHECK WITH THE AGENCY/GOVERNMENT OFFICE YOU WILL BE FILING THE DOCUMENT(S) WITH TO SEE THEIR CERTIFICATION REQUIREMENTS.**

Certification		
1. Is this document being recorded in the County Clerk's office?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Do you want the document(s) certified?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. Electronically certified OR raised seal certified?	<input type="checkbox"/> Electronic	<input type="checkbox"/> Raised Seal

Search	
Do you need help with your search? (\$5 Search Fee)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Cause #: _____	
Name(s) to be Searched: _____	
Name and Date of Document(s) Requesting: _____	

Non-Certified electronic document - \$1 minimum; Anything over 10 pgs. - \$0.10 each	#Pgs.	\$
Certified electronic document - \$1/page	#Pgs.	\$
Non-Certified document converted to electronic - \$1/page	#Pgs.	\$
Paper Copies (Certified or Non-Certified) - \$1/page	#Pgs.	\$
Certificate & Seal - \$5	#Certs.	\$
Add \$5 IF Searched	Search	\$
Add \$5 IF Certificate of Record/No Record	Certificate	\$
	TOTAL	\$

Name: _____
Address: _____
City/State/ZIP: _____
Phone #: _____
Email (if requesting by email): _____
Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Cashier/Attorney Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card

<p>Signature:</p> <p>_____</p>	<p>Certified Payment ID#:</p> <p>_____</p> <p>**DO NOT PAY VIA CERT. PAYMENTS IF E-FILING THIS REQUEST**</p>
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