

**COURT REPORTERS CERTIFICATION BOARD**  
*A Division of the Office of Court Administration*



**CSR PENALTY FEE REMITTANCE FORM**

**Payments must be remitted to this address:**

**P.O. Box 13122**  
**Austin, Texas 78711-3122**

For licenses expired 90 days or less

**THIS FORM MUST BE TYPED**

Please complete all items below and return this form with the **\$100 Penalty fee** in the form of a MONEY ORDER, CASHIER'S CHECK OR BANK-CERTIFIED CHECK made payable to the STATE OF TEXAS or the COURT REPORTERS CERTIFICATION BOARD. **Cash or personal/business checks cannot be accepted.**

<b>CSR Name:</b>	<b>CSR Number:</b>

<b>Mailing Address:</b>	
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<b>City:</b>	<b>State: (XX)</b>	<b>Zip Code + Four: (12345-1234)</b>

<b>County:</b>	<b>Phone Number: (123-456-7890)</b>

<b>E-mail:</b> (Must have @ symbol and dot Example: abcdefg@hijk.com)	<b>Facsimile Number:</b> (123-456-7890)

\_\_\_\_\_  
**CSR Expiration Date**

\_\_\_\_\_  
**Date** (mm/dd/yyyy)

\_\_\_\_\_  
**Signature**