

**TRAVIS COUNTY DISTRICT CLERK
REQUEST FOR COPIES/ RESEARCH BY MAIL OR FAX**

REQUEST MADE BY:

NAME: _____

MAILING ADDRESS: _____
STREET OR P.O. BOX CITY STATE ZIP CODE

E-MAIL: _____

TELEPHONE #: (____) - ____ - _____ FAX PHONE #: (____) - ____ - _____

DOCUMENT COPIES REQUESTED:

CAUSE # (IF AVAILABLE): _____ (THERE IS AN ADDITIONAL \$5.00 CHARGE IF NOT PROVIDED.)

STYLE OF CASE (PROVIDE THE NAMES IN USE AT THE TIME THE CASE WAS FILED):

Plaintiff / Petitioner: _____

Defendant / Respondent: _____

Child / Children: _____

CRIMINAL CASE: DEFENDANT: _____

DEFENDANT D.O.B. ____/____/____ OFFENSE DATE: ____/____/____

DATE CASE FILED: ____/____/____ (THE DATE THE CASE STARTED, NOT THE DATE DECREE / JUDGMENT WAS SIGNED)

DESCRIPTION / DOCUMENT NAME NEEDED: _____

DATE OF DOCUMENT: ____/____/____ (THERE IS AN ADDITIONAL \$5.00 CHARGE IF NOT PROVIDED.)

DOES THIS DOCUMENT COPY NEED TO BE CERTIFIED: YES NO

Certified copies are \$1.00 per page + \$1.00 for certification; uncertified copies are \$.50 per page

METHOD OF DELIVERY: U.S. MAIL (required for certified copies) \$3.00

ELECTRONIC DELIVERY (uncertified only) \$5.00

Select one: EMail (send to email address above) Fax (send to fax # above)

OTHER INFORMATION OR INSTRUCTIONS: _____

PAYMENT AUTHORIZATION:

CREDIT CARD USED:

Visa # _____ Exp. Date: ____/____

MasterCard # _____ Exp. Date: ____/____

Discover # _____ Exp. Date: ____/____

American Express # _____ Exp. Date: ____/____

CARDHOLDER NAME: _____

AMOUNT AUTHORIZED NOT TO EXCEED: \$25.00 \$35.00 \$50.00 Other: \$ _____

Signature: _____

* ALL CREDIT CARD PAYMENTS SUBJECT TO A NONREFUNDABLE CONVENIENCE FEE.
TRANSACTIONS LESS THAN \$100 = \$3.00 FEE TRANSACTIONS MORE THAN \$100 = 3% FEE

FOR CLERK'S USE ONLY:

SEARCH FEE:\$ _____ + COPY FEE:\$ _____ + MAIL / EMAIL / FAX FEE:\$ _____ = TOTAL DUE: \$ _____

ORDER PREPARED & MAILED ON BY: _____ ON ____/____/____

PAYMENT PROCESSED BY: _____ ON ____/____/____ AUTH: _____

MAIL REQUEST TO:
TRAVIS COUNTY DISTRICT CLERK
ATTN: RECORD SEARCH
P.O. BOX 679003 AUSTIN, TX 78767
(512) 854-9457

OR

FAX TO:
CIVIL REQUEST: (512) 854-5858
CRIMINAL REQUEST: (512) 854-4566

PLEASE ALLOW 5 – 7 BUSINESS DAYS FOR PROCESSING COPY REQUEST