VAL VERDE COUNTY CLERK'S OFFICE
WORK ORDER REQUEST

Reset Form

Submit Form

(Note: Document Preparation may take up to 10 Business Days.)

1. FILL OUT ORDER FORM INFORMATION

EMAIL ____ TELEPHONE ____ FAX ____ IN PERSON ____

Your Contact Information is Required:

*** Order Date:** _____

***Company Name:** _____

***Requestor's Name :** _____

***Address:** _____

***City, State , Zip:** _____

***Telephone:** _____

***Email:** _____

INFORMATION REQUESTED:

_____

_____

_____

_____

Public Records Request:

The Val Verde County Clerk's Office does not assume any liability for the accuracy of the information contained in recorded documents.

I hereby request copies of the following Public Record(s):

- ____ **Judgments (Property)▼**
- ____ **Marriage**
- ____ **Criminal**
- ____ **Probate**
- ____ **Elections ***
- ____ **Property▼**
- ____ **Federal Tax Liens▼**
- ____ **State Tax Liens ▼**
- ____ **Others (specify)** _____

▼ *These records may be searched online at* www.texaslandrecords.com

***TEXAS ELECTION CODE, SECTION 18.009**
UNLAWFUL USE OF INFORMATION ON REGISTRATION LIST:

a) A person **COMMITS AN OFFENSE** if the person uses information in connection with **advertising or promoting commercial products or services** that the person knows was obtained under Section 18.008.

b) An offense under this section is a **Class A misdemeanor:**

1. a fine not to exceed $4,000.00;
2. confinement in jail for a term not to exceed one year;
3. or both such fine and confinement

****Note: Any request for election related material must be reviewed/approved by the County Clerk or Elections Deputy prior to any preparation/release of the information.***

2. FILL OUT REPORT DELIVERY OPTIONS.

- ☐ Pick-Up: _____
- ☐ Mail to: _____
- ☐ Email to: _____
- ☐ Fax to: _____

_____ _____

Customer Signature ***Date***

FOR OFFICE USE ONLY: Fees / Costs *

$ 10.00 per request (non-refundable) ☐

Charged if Recording info is not provided.

$1.00 per page #_____pgs. ☐

$5.00 per document #_____pgs. ☐

$25.00 per request (off-site storage) ☐

***Payment and/or a deposit may be required prior to preparation.**

Order Taken by: _____

Payment Information:

Amount Due : $ _____

☐ Cash ☐ Credit Card ☐ Money Order

Receipt #:_____

For Internal Use Only

Administrator's Authorization: _____ _____
Signature Date

Prepared By: _____ _____
Signature Date

Verified By: _____ _____
Signature Date

Approved ☐ Denied ☐