



# VAL VERDE COUNTY CLERK'S OFFICE WORK ORDER REQUEST

<b>1. FILL OUT ORDER FORM INFORMATION</b>	TELEPHONE _____ FAX _____ IN PERSON _____
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Please allow 2-3 Business Days for Preparation.

Order Date: \_\_\_\_\_

**Your Contact Information:**

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby request a search of the following Public Records:

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

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

Fees / Costs *	
Search: \$ 10.00 per name (non-refundable) # _____ pgs.	[ ]
Copies: \$ 1.00 per page # _____ pgs.	[ ]
Certified: \$ 5.00 # _____ pgs.	[ ]
Fax: \$ 1.00 # _____ pgs.	[ ]
Postage: \$ 1.00	[ ]

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

**Payment Information:** Amount Due : \$ \_\_\_\_\_

Cash     Check     Money Order

Receipt #: \_\_\_\_\_

Order Taken by: \_\_\_\_\_

Signature

**\*Note: A request for election related material (not recorded) must be reviewed/approved by the County Clerk or Elections Deputy prior to any preparation/release of the information.**

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

a) A person **COMMITTS 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

**INFORMATION REQUESTED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>2. FILL OUT REPORT DELIVERY OPTIONS.</b>	
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Hold for Pick-Up

Fax to: \_\_\_\_\_

Mail

\_\_\_\_\_

*Customer Signature at Pick-Up* *Date*

<b>For Internal Use Only</b>
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	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Administrator's Authorization:	Signature	Date
Prepared by:	Signature	Date Completed
Mailed by (If Applicable)	Signature	Date Mailed or Faxed