

# County Clerk Public Records Request

Instructions: Complete this template online, print the document, and submit it to your local County Clerk's Office via mail, fax, or in person.

## Requester Information

Full Name:

Organization/Company (if applicable):

Mailing Address:

Phone Number:

Email Address:

## Record Details

Type of Record Requested (e.g., Property deed, marriage license, court record):

Names of Parties Involved (e.g., Grantor/Grantee, spouses, case parties):

Date or Date Range of Records:

e.g., MM/DD/YYYY to M

Document, Book, Page, or Case Number (if known):

Detailed Description of Requested Records:

## Delivery Preferences

Preferred Delivery Method (e.g., Email, Standard Mail, In-Person Pickup):

## Authorization and Signature

Signature of Requester (Sign after printing):

Sign on the line when print

Date Signed:

MM/DD/YYYY