



**OFFICE OF TENESHIA HUDSPETH**  
COUNTY CLERK, HARRIS COUNTY, TEXAS  
PERSONAL RECORDS DEPARTMENT PAYMENT FORM

**CUSTOMER INFORMATION** *(Please type or print clearly)*

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

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

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

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

Phone: \_\_\_\_\_

**Acceptable Forms of Payment**

Money Order  Cashier's Check  Company Check

Card type: Visa  MasterCard  Discover  American Express

*(There is a 4% surcharge on credit card payments.)*

*Make checks payable to the Harris County Clerk's Office*

Name as it appears on Card: \_\_\_\_\_

Card No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

**Types of Service**

***NOTE: ALL MAIL IN APPLICATIONS MUST BE NOTARIZED.***

Notarized D/B/A application is \$17.00 dollars; add \$0.50 cent for each additional business owner.

Veteran with a Notarized D/B/A application is \$15.00 dollars; No charge for additional owners.

Certified Copy of your D/B/A Certificate is \$5.00.

Birth Certificate \$23.00 each

Death Certificate \$21.00 each, additional copies \$4.00 each

Notice of Meeting \$9.00 each

**County Clerk Use Only:**

Receipt# \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Approval Code: \_\_\_\_\_

Clerk Initials: \_\_\_\_\_