



OFFICE OF DIANE TRAUTMAN
COUNTY CLERK, HARRIS COUNTY, TEXAS
PROBATE COURTS DEPARTMENT

INSTRUCTIONS FOR COMPLETING THE APPLICATION TO WITHDRAW FUNDS:

- 1) Complete all of the requested information on the application and have the application notarized.
- 2) Obtain one of the following proper forms of identification and proof of age:
 - a) A copy of your birth certificate. If you were born in the state of Texas, a copy may be purchased for a fee from the Harris County Clerk's office, or through the Health Department in the city in which you were born. The Harris County Clerk's office may be reached at (713) 274-8690 and the city of Houston's Health Department may be reached at (713) 794-9050.
 - b) A copy of your valid driver's license or Department of Public Safety I.D. card.
- 3) If you want the check mailed by certified mail to the address supplied on the application you must take the following steps in addition to the two steps above. Check the appropriate box on the application. Submit a copy of your driver's license or an authorized picture identification card along with your application. The applicant must also submit a completed and signed W-9. If needed a blank IRS form W-9 is available for downloading from the County Clerk web site www.cclerk.hctx.net.
- 4) Upon completing the tasks outlined above, mail or deliver in person, all of the items to the following address:

In Person: Harris County Clerk's Office
Attn: Probate Courts Department
201 Caroline 8th Floor Suite 800
Houston, TX 77002-1901

Mail: Harris County Clerk's Office
Attn: Probate Courts Department
P.O. Box 1525
Houston, TX 77251-1525

Questions regarding the above procedures may be directed to the Probate Court Department at (713) 274-8585.

INFORMATION ON THE WITHDRAWAL OF REGISTRY FUNDS

- 1) Your application will not be processed unless you have turned 18 or have otherwise reached your legal majority.
- 2) Once the application is received, the Probate Court will prepare an order to withdraw funds from the Registry of the Court. The order must be signed by the judge before a check can be issued.
- 3) Your check will be ready approximately two weeks from the time the Judge signs the order directing the County Clerk to disburse the funds.
- 4) **In Person Pickup** - You will be called when your check is ready to be picked up at the address below. You will be required to present an authorized picture identification card before receiving the check.

Harris County Clerk's Office, Financial Department
Harris County Civil Courthouse
201 Caroline, Suite 460

- 5) **Certified Mail Delivery** – If you have requested that the check be mailed on your application or if you reside outside of Harris County the check can be sent to you by certified mail if the following conditions have been met. The appropriate box on the application has been checked. A copy of your valid driver's license or an authorized picture identification card along with your application has been submitted. A completed and signed W-9 has been submitted. If needed a blank IRS form W-9 is available for downloading from the web site www.cclerk.hctx.net