



*Kim Carter*  
COUNTY CLERK  
TERRY COUNTY, TEXAS

### **PUBLIC SERVICE ANNOUNCEMENT**

Due to public health concerns with COVID 19, the Terry County Clerk's office will be closed to the public beginning Friday, March 20, 2020 until further notice. Below are suggestions on how to obtain the following:

- 1) Birth and/or Death Certificates may be purchased by using the mail-in application which is available on the Terry County Clerk's website. There is a 2<sup>nd</sup> page that will need to be notarized.  
**<http://www.co.terry.tx.us/page/terry.BirthandDeathRecords>**
- 2) Blank Assumed Name/DBA forms are available online. You may mail these in with the appropriate fees. Please note the form will need to be notarized.  
**<http://www.co.terry.tx.us/page/terry.PublicRecordsInformation>**
- 3) Marriage Licenses will be issued by appointment only. Please call the office to schedule an appointment *IF* your marriage ceremony will be held within one week. Prior to appointment information *may* be entered on the following website:  
**<https://public.lgsonlinesolutions.com/omr.html>**
- 4) Brands that need to be registered will be by appointment only. The form may be found online if you would like to start fill out, but not necessary. Please note that signature will need to be notarized.  
**<http://www.co.terry.tx.us/page/terry.PublicRecordsInformation>**
- 5) If you are requesting a copy of a document please contact my office to receive further information.
- 6) Payments of Fines, Court Costs, Reimbursement Fees may be mailed in if you have a payment plan or are paying in full. For further details please contact the County Clerk's Office.
- 7) Title Companies and Attorney's if you have any questions about reviewing our records or filing any documents please contact the County Clerk's Office.

Our office will remain staffed and available to assist other county offices without interruption. Rest assured that the office will continue processing court filings through the Texas eFile System, Real Property Recordings, answer phone calls, e-mails and other requests that are received via mail. Pertaining to court procedures we will be available to assist customers face-to-face **ONLY** following a scheduled hearing. For further questions or appointments please contact the office at (806)637-8551. The county website is [www.co.terry.tx.us](http://www.co.terry.tx.us)