



APRIL GIBBS

District Clerk

Fannin County, Texas

Redaction of SSN Request Form

**IF THIS FORM IS NOT COMPLETED IN FULL AND LEGIBLE
THE REQUEST WILL BE CONSIDERED VOID AND WILL NOT BE FULFILLED**

PLEASE PRINT LEGIBLY

Cause No. _____

Full name of person whose SSN is to be redacted: _____

Document Title

Page No.

I am the owner or parent/legal guardian of the persons whose Social Security Number (SSN) appears in the document(s) listed above. I submit this request for the purpose of preventing full disclosure of my SSN and I understand the last four digits must remain in the public document as per Government Code Sec. 552.147.

Signature of Requestor

Date Signed

Daytime Phone Number

If this form is mailed to the District Clerk's office, **you must include a photocopy of requestor's Driver's license.**
The photocopy will be destroyed after verification.

TO BE COMPLETED BY CLERK:

<u>Redacted from:</u>	<u>Clerk's Initials</u>	<u>Date Completed</u>	
Original: _____	_____	_____	*Type of ID presented: _____
Image: _____	_____	_____	Destroyed on: _____
Microfilm: _____	_____	_____	By: _____

Request Not Completed due to: _____ Clerk's Initials _____

Redaction of Social Security Number as authorized by the Government Code Sec. 552.147(d) (see below) will remove the first 5 digits of the requestor's Social Security Number, leaving the last 5 digits of the Social Security Number visible in the document on file. You must complete the form for each cause number, listing the specific document(s) and page number(s) where the Social Security Number to be redacted appears.

(Note: You may only request you own social security number redacted or that of your child/ward. Only Parent/guardian may request the redaction of a child's SSN on document.)

Sec. 522.147 (d) Unless another law requires a social security number to be maintained in a government document, on written request for an individual or the individual's representative the clerk shall redact within a reasonable amount o time all by the last four digits of the individual's social security from information maintained in the clerk's official public records. Including electronically stored information maintained by or under the control of the clerk. The individual or the individual's representative must identify, using a prom provided by the clerk, the specific document or documents from which the partial social security number shall be redacted.