

PAM THORP

SUTTON COUNTY & DISTRICT CLERK
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**PUBLIC RECORD
REQUEST FORM**

- Copies are \$1.00 per page and \$5.00 to certify per document if needed.
- Payments are to be made by cash, check, money order or credit card. Credit card charges are subject to a 2.85% transaction fee of the total amount charged with a \$2.00 minimum.
- Fully complete the request form and return to the Sutton County & District Clerk using the information above.
- Please allow up to 5 business days for your request to be completed. However, normal completion time is 1-2 days.

INSTRUMENT INFORMATION

Volume: _____ Page: _____ Document Type: _____ Volume: _____ Page: _____ Document Type: _____ Volume: _____ Page: _____ Document Type: _____ Volume: _____ Page: _____ Document Type: _____	Instrument Numbers: #: _____ Document Type: _____ #: _____ Document Type: _____ #: _____ Document Type: _____ #: _____ Document Type: _____ #: _____ Document Type: _____
<input type="checkbox"/> Plain Copy (\$1.00 per page) <input type="checkbox"/> Mail the record <input type="checkbox"/> Email the record	<input type="checkbox"/> Certified Copy (\$1.00 per page + \$5.00 to certify per doc) <input type="checkbox"/> Mail the record <input type="checkbox"/> Pick up in the office
Optional Additional Information: _____	

APPLICANT INFORMATION (type or print clearly)

Name: _____ **Date:** _____

Mailing Address:

_____ Street Address _____ City _____ State _____ Zip _____

Phone Number: _____ **Email :** _____

CREDIT CARD INFORMATION

CREDIT CARD INFORMATION WILL BE REDACTED FROM THIS FORM UPON CONFIRMATION OF PAYMENT

Card Type....select one:	VISA Master Card Discover AmEx		
Card Number:	_____		
Security Code 3 Digit Number on Back of Card:	_____	Expiration Date:	_____
Full Name As Appears On Card:	_____		
Billing Address:	_____	Billing Zip Code:	_____