

**REQUEST FOR COPIES AND/OR SEARCH
FOR POTTER COUNTY FAMILY AND CIVIL RECORDS**

TEXAS GOVERNMENT CODE §51.318 – Fees Due When Service Performed or Requested

Searches Authorized By Statute	\$5.00
Non-Certified Copies	\$1.00 per page
Certified Copies	\$1.00 per page + \$5.00 (Clerk's Certificate)
Electronic – Non-Certified Copies	\$1.00 for pages 1-10, page 11 & up .10 per page
Electronic – Certified Copies	\$1.00 for pages 1-10, page 11 & up .10 per page + \$5.00 (Clerk's Certificate)

THESE FEES ARE PAYABLE TO POTTER COUNTY DISTRICT CLERK

Return this form along with payment for required documents to: (fees may be waived for Government Agencies)

Potter County District Clerk
PO Box 9570
Amarillo, TX 79105

Or

Contact the Family Dept. at 806-379-2319 or the Civil Dept. at 806-379-2301 to obtain an alternative method of submitting this request and/or to determine the page count of the requested document(s).

This office accepts the following forms of payment:

- Money Order
- Cashier's Check (no personal checks)
- Credit and/or Debit Cards – <https://www.co.potter.tx.us/page/potter.MakePayments> (to pay online)

Record Search: Type of case (circle one) Divorce/Family or Civil

Name(s) to be searched: _____

Approximate Year(s) to be searched: _____

Date of Birth (if known – will provide more accurate results): _____

Copies: Type of case (circle one) Divorce/Family or Civil

***** Add \$5.00 if no Case / Cause Number is provided**

Case / Cause Number(s): _____

Name / Type / Description of document(s) to be copied: _____

Please specify how you would like copies to be returned:

- Mailed - Non-Certified (see pricing above) **self-addressed envelope required
- Mailed - Certified (see pricing above) **self-addressed envelope required
- Emailed – Non-Certified (see pricing above)
- Emailed – Certified (see pricing above)

Requesters contact information:

Name: _____

Phone Number: _____

Email address: _____