

VAL VERDE COUNTY DISTRICT CLERK,
HONORABLE JO ANN CERVANTES



RECORD REQUEST FORM

1. FILL OUT ORDER FORM INFORMATION		EMAIL	TELEPHONE	FAX	IN PERSON
YOUR CONTACT INFORMATION IS <u>REQUIRED</u>:		PUBLIC RECORDS REQUEST:			
*ORDER DATE: _____		The Val Verde District's Clerks Office does not assume any liability for the accuracy of the information contained in recorded documents.			
*COMPANY NAME: _____					
*REQUESTOR'S NAME: _____		**Must call office to Prepay for services requested.			
*ADDRESS: _____		BACKGROUND CHECK			
*CITY, STATE, ZIP: _____		DIVORCE DECREE			
*TELEPHONE: _____		CHILD SUPPORT ORDERS			
*EMAIL: _____		TAX SUITS			
INFORMATION REQUESTED:		CRIMINAL DOCUMENTS			
_____		OTHER			
_____		PLEASE EXPLAIN:			
_____		_____			
_____		_____			
*D.O.B REQUIRED ON ALL SEARCHES		_____			
2.FILL OUT REPORT DELIVERY OPTIONS.		_____			
PICK UP: _____		*** PLEASE GIVE THE DISTRICT CLERKS OFFICE UP TO 10 BUSINESS DAYS TO PROCESS YOUR REQUEST THANK YOU.			
MAIL TO: _____					
EMAIL TO: _____		***			
FAX TO: _____		PLEASE EMAIL REQUEST TO:			
_____		districtclerk-recordsrequest@valverdecountry.texas.gov			
CUSTOMER SIGNATURE _____		DATE _____			
FOR INTERNAL USE ONLY:					
ADMINISTRATOR'S AUTHORIZATION: _____					
PREPARED BY: _____					
VERIFIED BY: _____					