



Janette K. Green
Palo Pinto County Clerk
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Instructions and Information for filing documents/requests in County Clerk's Office

****ALL PERSONAL CHECKS MUST HAVE DL # & PHONE NUMERS INCLUDED****

Birth/Death/Marriage Records – ALL payments must be made in certified funds (i.e. cashiers check or money order only). We **MUST** have a copy of your Drivers License or State ID in order to process. Birth records are closed to the public for 75 years. Death records are closed to the public for 25 years. The request must be for yourself or an immediate family member only.

****NOTE****: All payments are non-refundable or transferable. The charge is for search fees. IF we locate the requested document, there will no additional charge. IF we do **NOT** locate, we will not refund as this is the search fee.

Assumed Names – Please complete and either have it signed in front of notary or you may come to the office and sign in front of our staff. Please note that Assumed Name Certificates are valid for 10 years from the date of filing. If you have a Corporation or an LLC, you need to file your application with the Secretary of State. If your business is no longer active, you should file an Abandonment of the Assumed Name certificate. This information also needs to be given to the Appraisal District to inform them that the business has closed. Payments accepted are cash, check or money order. Do **NOT** mail to Texas Comptrollers Office. Our form is mostly used by local banks to show you are "doing business as" so you can set up your bank accounts. Please contact the Comptrollers office to get your TAX ID number issued by the State. We will process request and send you the originals with file sheet for your records.

Brands – Brands are valid for 10 years. The next period starts August 31, 2021 until August 30, 2031. There is a 6 month grace period until March 1, 2022 to renew a brand. After that point, any brand that has not been renewed, is forfeited and can be used by another person. Do **NOT** mail application to Cattleman's Association. The County Clerk is responsible for sending all applications to them. Payments accepted are cash, check or money order.

Real Property – We will accept original documents only. Payments accepted are cash, check or money order. You can mail to the address above. We will return the original documents the next day with stickers that will be part of the document.

Please see pricing list for all requests. Be sure to include a phone number in case there are any questions or problems. Please feel free to contact this office if you have any questions or need further information.

Email: janette.green@co.palo-pinto.tx.us