

# Application for Copy of a Document from Terry County Clerk's Office

Date: \_\_\_\_\_

Name or Names on document being copied: \_\_\_\_\_

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Type of Document you are requesting a copy of:

Service Discharge, Marriage License, Deed, etc.

Reason you need this  
copy: \_\_\_\_\_

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Relationship to person or persons named on document:

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Your Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone # \_\_\_\_\_

Signature: \_\_\_\_\_

Attach a copy of state or us government issued ID if the document you are requesting contains personal information (see instructions on next page.)

BELOW THIS SPACE IS FOR COUNTY CLERK'S OFFICE USE ONLY

Clerk's Name: \_\_\_\_\_ Date Completed/Mailed \_\_\_\_\_

## **INSTRUCTIONS:**

Please fill out the information on the previous page. If you have a volume and page reference, you may include that under “Name or Names on document being copied”.

We only need the “Reason you need this copy”, “Relationship to person or persons named on document” and your State of Federally issued ID if the document you are requesting has personal information on it (dates of birth, Social Security Numbers, etc.) Due to identity theft issues, we are now keeping track of who obtains copies of these documents.

Please see the fee pages on our website for the current cost of copies.

**Do not** use this form for requesting a copy of a birth or death certificate. There is a separate form for birth, and a separate form for death certificates on the forms page of our website.

If you are paying with a personal check, you **must** include your Date of Birth and Driver’s License Number.

You may mail this request along with payment to the following address:

Terry County Clerk’s Office

500 West Main, Rm. #105

Brownfield, Texas 79316