

PAM THORP

SUTTON COUNTY & DISTRICT CLERK
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DEED & OFFICIAL PUBLIC RECORD (OPR) RECORD REQUEST FORM

- Copies are \$1.00 per page and \$5.00 to certify per document if needed. If the document is to be faxed or emailed, an additional \$1.00 per page is applied.
- 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 \$1.00 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: _____ Volume: _____ Page: _____ Volume: _____ Page: _____ Volume: _____ Page: _____	Instrument Numbers: OR: ☐ Excess Proceeds List
☐ Plain Copy (\$1.00 per page) OR ☐ Certified Copy (\$1.00 per page + \$5.00 to certify)	☐ Mail the record OR ☐ Email the record
ONLY COMELETE THE FOLLOWING SECTION IF YOU WANT TO PROVIDE THE INFORMATION FOR CROSS REFERENCE!	
Grantor (One Name Per Form):	Document Type:
Grantee (One Name Per Form)	Document/Recorded Date or Range of Dates
Optional Additional Information:	

APPLICANT INFORMATION (type or print clearly)**Name:** _____ **Date:** _____**Mailing Address:**_____
Street Address City State Zip**Phone Number:** _____ **Email :** _____**Fax Number:**

If requesting records be delivered by fax. _____

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:	_____
Full Name As Appears On Card:	_____
Billing Address:	_____
Billing Zip Code:	_____