



COUNTY OF SMITH
KAREN PHILLIPS, County Clerk

**200 East Ferguson Ste 300
Tyler, Texas 75702**

Office: (903) 590-4670

One Time Credit/Debit Card Authorization Form

I, (Print Name) _____ authorize Smith County Clerk's Office to charge on my credit/debit card the following:

Requested Document: Certified Copy/Marriage License \$21 + \$2 convenience fee
 Certified Copy/Birth Certificate - \$23 + \$2 convenience fee
 Certified Copy/Death Certificate - \$21 for first copy, \$4 for ea. additional + \$2 convenience fee

Amount to be charged*: \$ _____ (All transactions will be charged a \$2 convenience fee)

Credit Card Information:



Credit Card: (check one) Visa _____ MasterCard _____ American Express _____ Discover _____

Credit Card Number: _____ Expiration Date: _____ (MM/YY)

CVV2/Security Code: _____ (3 digit number on the back of Visa, MasterCard and Discover, 4 digit number on front of Amex)

Credit Card Billing Zip Code: _____ Phone Number: _____

This payment authorization is for the amount indicated above and convenience fee, and is valid for one-time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated on this form. I understand that once my transaction is processed and a receipt is mailed to me, this authorization form will be destroyed.

Authorized Signature: _____ Date: _____

*******Please include a self-addressed stamped envelope for return of documents.*******

There will be a \$1.00 convenience fee added to each transaction.

Department Hours: 8:00 am – 5:00 pm Monday through Friday
Phone numbers Vitals Statistics: (903) 590-4697 or 4698

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