

RECORDING INFORMATION:

Real Property documents may be filed and recorded with the Crockett County Clerk's Office in person or by mail. The original documents with original signatures are required for the recording. The County Clerk's Office **will not** record a copy.

The filing fee per document is **\$25** for the first page and **\$4** for each additional page.

Additional names indexed after five is .25 per name.

Cash, checks, or money orders are accepted. Please make checks payable to Crockett County Clerk. Also attach a self-addressed stamped envelope for office to return your documents.

File by Mail:

Crockett County Clerk's Office
PO Drawer C
Ozona, Texas 76943

File by FedEx or UPS Only:

Crockett County Clerk's Office
909 Ave D
Ozona, Texas 76943

ADDITIONAL RECORDING INFORMATION:

- An instrument must be signed by all parties required according to the instrument that is being recorded. Signatures must be original and have their name printed legibly or typed below the signature. All parties required to sign must do so before a notary. The notary seal must be clear and dark enough for recording.
- Instruments must be in the English language in order to be recorded or must be accompanied by a certified translation.
- Submit documents on white paper that is no larger than 8.5x14 inches and no smaller than 8.5x11 inches. Paper needs to be of a sufficient weight and substance so that printing, typing, or handwriting will not bleed through.
- Use a font size of at least 8 point. Printing or typing be clearly legible.
- The Document Number plus Book and Page goes on the first page in the upper right hand corner. Provide a one (1") inch margin at the top of the first page. Book and Page will also go on all additional pages in the upper right hand corner. Provide a one (1") inch margin at the top of those pages. In addition the

Document End Stamp goes on the bottom right hand corner of the last page of each document. Provide a three (3") inch margin at the bottom of the last page.

- Provide a heading at the top of the first page that identifies the type of document.
- Corresponding names should be printed or typed beneath all signatures.
- Ink used should be blue or black. (Preferably blue)
- The mailing address of each grantee named in the instrument must appear on the instrument.

Notice of Confidentiality Rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number.

- Property should be in Crockett County. A legal description of the property showing it is in Crockett County or volume and page or Clerk's Document Number referencing a previous recording that describes the property.
- Legal questions regarding content should be directed to an attorney.

Public Notice

Filing Fee \$2.00

Notice of Trustee Sale

Filing Fee \$2.00

Plain Copy \$1.00

Deed Record Copies

Plain Copies, Per Page \$1.00

Certification Fee, Per Document \$5.00

DD-214/ Military Discharge

Filing Fee No Fee

Certified Copy No Fee