



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

_____ (Name listed on Debit/Credit Card)

Amount to be charged*: \$ _____ (convenience fee applies, see chart below)

Requested Document: _____ (Copy/Marriage License \$21, Birth \$23 or Death Certificate - \$21)

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: _____

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.*******

*Transaction Convenience Fee Amount is approximately 3 %: \$ 0.01 > \$ 35.00 = \$ 1.00 Fee / \$ 46.00 = \$ 1.31 Fee / \$ 69.00 = \$ 1.97 Fee
\$100.00 = \$ 2.85 Convenience Fee

Department Hours: 8:00 am - 4:45 pm Monday through Friday
Phone numbers Vitals Statistics: (903) 590-4697 or 4698

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