

FREQUENTLY ASKED QUESTIONS

SMITH COUNTY OFFICIAL PUBLIC RECORDS

1. Forms
 - We have forms available for Unincorporated Assumed Names and Cattle Brands that you may download, located on our web page under Online Forms.
2. Legal advice
 - It is unlawful for our Deputy Clerks to administer legal advice. We cannot advise what, when, where, or how you should file an instrument. Please see Texas Gov't Code Sec 81.101.
3. On-line Instrument Availability
 - Most of our instruments are available on-line at <https://smith.tx.publicsearch.us>. You may print the instrument from home, or you may come to our office to search, and our Deputy Clerks will print a copy for you. We have 4 public use computers that you may access from 8:00 am – 5:00 pm, Monday – Friday.
4. Searching for Instruments
 - It is unlawful for our Deputy Clerks to conduct a search of the Official Public Records for instruments, per AG Opinion WW-607. We have 4 public use computers that you may access from 8:00 am – 5:00 pm, Monday – Friday, or you may search our web site at <https://smith.tx.publicsearch.us>.
5. Cost for Recordation of Instrument
 - The fee for recording an instrument is \$25 for the first page, and \$4 for each additional page. Recording on the back of a page is an additional page fee. Indexing over 5 names is .25 cents per name. Specialty instrument fees vary, please see our Recording Fee Schedule for more details.
6. Notary Services
 - Our Deputy Clerks can notarize your Assumed Name only with proper I.D. We cannot notarize real property records.
7. Return of Original Instrument
 - When recorded in office you will receive your properly filed instrument after recordation. Mailed instruments are typically recorded the day received and returned in the next mail run. We require a self-addressed and stamped envelope to be included with your filing.
8. Foreclosures
 - Foreclosures are posted on our web page and at the Courthouse when received.
9. Redaction of Sensitive Information
 - You may request removal of all but the last 4 digits of your Social Security number on a filed document in our Official Public Records only. See the Request Form on the first page of the County Clerk's web site.