# CRANE COUNTY REQUEST FOR OFFICIAL PUBLIC RECORD DOCUMENTS

Date:_____

## *Document Information:*

Recorded Name (Grantee/Grantor):_____

Instrument #:_____ Volume_____ Page_____

Type of document you are requesting:_____

## *Requester/Customer Information:*

Full Name:_____

Address:_____

City, State, ZIP:_____

Phone #:_____

Signature:_____

*BELOW THIS SPACE IS FOR COUNTY CLEREK'S OFFICE USE ONLY*

*Clerk's Name:_____ Date Completed/Mailed:_____*

INSTRUCTIONS:

Please fill out all the information above. Please list the instrument number, volume and page reference, or the "Name or Names on the document requested."

**The CRANE County Clerk's Office charges $5.00 per search to a certain extent. We do NOT perform complicated searches or give any type of LEGAL advice. We DO offer public viewing stations along with the record books for you to search in our office.**

Please see the fee pages on our website for the current cost of copies. $1.00 per page added $5.00 for certification. If you are paying with a credit card, please be advised there will be a convenience fee for the credit card payment.

DO NOT use the form for requesting a copy of a BIRTH or DEATH certificate. There is a separate form for the request. Which you can find on our webpage at www.co.crane.tx.us.

Please email this information to coclerk@co.crane.tx.us or mail to 201 W. 6th St., Rm 110, Crane, Texas 79731.