

# Application for Copy of Document from Orange County Clerk's Office

Date: \_\_\_\_\_

Name Or Names On Document Being Copied: \_\_\_\_\_  
\_\_\_\_\_

Type Of Document Copied: \_\_\_\_\_  
*Service Discharge, Marriage License, etc.*

Reason You Need This Copy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship To Person Or Persons Named On Document: \_\_\_\_\_  
\_\_\_\_\_

Your Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Your Signature: \_\_\_\_\_

*Attach a copy of State or Federally issued ID if the document you're requesting contains personal information (see instructions on next page.)*

\_\_\_\_\_  
*BELOW THIS SPACE IS FOR COUNTY CLERK'S OFFICE USE ONLY*

Clerk's Signature: \_\_\_\_\_

Clerk's Printed Name: \_\_\_\_\_

*Clerk: File this in the binder under the "Name or Names On Document Being Copied".*

## **INSTRUCTIONS:**

Please fill out the information on the previous page. If you have a volume and page reference, you may include that under "Name or Names on Document Being Copied".

We only need the "Reason You Need This Copy", "Relationship To Person Or Persons Named On Document" and your State or Federally issued ID if the document you're requesting has personal information on it (dates of birth, Social Security Numbers, etc.). Due to identity theft issues, we are now keeping track of whom obtains copies of these documents.

Please see the fee pages on our website for the current cost of copies.

Do not use this form for requesting a copy of a birth or death certificate. There is a separate form for birth and death certificates on the forms page of our website.

You may mail this request along with payment to the following address:

Orange County Clerk  
123 South 6<sup>th</sup> Street  
Orange, TX 77630