

# PUBLIC INFORMATION REQUEST FORM

**Brazos County District Clerk, 300 E. 26<sup>th</sup> Street, Suite 216, Bryan, TX 77803**

**Telephone: (979)361-4230 Facsimile: (979)361-0197 Email: [mhamlin@co.brazos.tx.us](mailto:mhamlin@co.brazos.tx.us)**

*"Using teamwork to provide better service in responding to the needs of those whom we serve."*

**NOTICE TO REQUESTOR: This Public Information Request Form will be processed and evaluated only upon receipt of your payment. Once submitted, this request form and the information contained herein shall become a public record subject to disclosure. Cash is accepted in person only. Checks or money orders are accepted.**

FIRST NAME: \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS HOURS TELEPHONE NO. \_\_\_\_\_

FAX # (IF APPLICABLE): \_\_\_\_\_

PREFERRED DELIVERY: PICK-UP \_\_\_\_\_ US MAIL \_\_\_\_\_ ON SITE INSPECTION \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NO.: (\_\_\_\_) \_\_\_\_\_ FAX NO.: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

FULL NAME OF PERSON TO BE SEARCHED: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DATE OF RECORD\*: \_\_\_\_\_ (\*Within 5 years)  
(TYPE NAME OR PRINT CLEARLY)

Or, I am attaching a list of names and case numbers to be researched.

ADDITIONAL INFO (AKA's, etc:) \_\_\_\_\_

Judicial Records –

**Circle records to be copied:**

Entire Case Final Judgment Indictment Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Unless specified, searches will include criminal and civil from 1992 to present. In addition to records search fee of \$5.00, copies of court documents are \$.50/page and \$1.00/page for certified copies.)