



Stacey Kemp, County Clerk
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Collin County Non-Disclosure Record Request Form

- Copy fees: \$1.00/page • Certified Copy: \$5.00/document
- Payments are to be made by cash, credit card, check* or money order made payable to Collin County Clerk (*If paid by check please include DL number, Date of Birth and Expiration date of DL)
- Please allow up to 5 business days for your request to be completed. (However, normal completion time is 1-2 days)
- Please include a self-addressed stamped envelope for requested documents to be returned

Name:	Date:
Address:	Phone:
City, State, Zip:	Email:

Case Number:	Title of Document:	File Date:	Certified: Y/N

Affiant

Date

Notary:

**** This document is required to be notarized to deter fraud and to ensure proper execution.**