

# County Clerk Credit Card Payment Form

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

Name: \_\_\_\_\_

Business (optional): \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Email: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

This form authorizes the merchant (VitalChek) to charge my credit card, for services rendered by the County Clerk's office, plus a \$2.50 service fee. A base percentage of 4% will be charged on credit transactions over \$50.00. Please see our website for additional fees.

Address to send document/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>CLERK USE ONLY</b> TOTAL CHARGES: \$ _____
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\* (Check which applies) Master Card \_\_\_\_ Discover \_\_\_\_  
American Express \_\_\_\_ Visa \_\_\_\_

\*Name as it appears on Card: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_ --

CVV# \_\_\_\_ \_\_\_\_ \_\_\_\_ (security code on back of card) \*Exp. Date: \_\_\_\_ / \_\_\_\_ (MM/YY)

Billing Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_

**\*\*Note\*\* The ZIP Code must match the cardholder's billing address; if not, the transaction will be declined.**

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**Prices:**

- Birth Certificate: \$23.00 each + credit card transaction fee
- Death Certificate: \$21.00 for first copy, \$4.00 for each additional copy requested at same time + credit card transaction fee
- Assumed Name/Abandonment of Assumed Name: \$24.00 (*application must be notarized*) + \$0.50 per additional name + credit card transaction fee
- Real Property Recording: \$26.00 for first page + \$4.00 Recording Page + \$4.00 each additional page (*if applicable*) + credit card transaction fee
  - Other fees may apply depending on document type. Please see our website for additional fees.