

Denton County Clerk
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940/349-2012 main office

www.dentoncounty.com/ccl

Denton County Clerk Redaction of SSN Procedures and Information

Government Code Sec. 552.147 was amended in 2007 to authorize County Clerks to redact a portion of a Social Security Number of a living person maintained on a document in the official record of the Clerk's office. The request must be made using the Clerk's form and must specify the document or documents from which the partial SSN is to be redacted. There is no fee for this request/service.

The procedures to follow to have your SSN removed from a document are to obtain the correct form from the Denton County Clerk's office at any location or from the website at www.dentoncounty.com/ccl. Complete the form by printing legibly; the document must be able to be read or the request will not be fulfilled. You must correctly identify the document number from which you want your SSN to be partially redacted, any error in the document will void the request and the request will not be fulfilled. If you are bringing the completed form into one of the offices, you must present a valid form of identification when you present the request. If you mail the completed form into the office at the address on the form, you must include a photocopy of a valid driver's license – DO NOT write your Driver's License number, SSN or any other personal identifier on the request form. The photocopy will be destroyed immediately upon verification of ID.

REDACTIONS OF PARTIAL SOCIAL SECURITY NUMBERS ARE PERMANENT. The portion of the SSN that is redacted will never be able to be recovered, reproduced or recreated.

Once identification has been verified, the Department Supervisor or her designee will prepare for the redaction process. Redaction will occur in most cases within 72 hours of the receipt of the request. It may take 5 business days for all records posted to reflect the redacted partial SSN, under normal conditions.