

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: _____

CLERK USE ONLY TOTAL CHARGES: \$ _____

* **(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.

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.