

Castro County

Official Public Records Filing Requirements

****Please provide a self-addressed envelope with sufficient postage for proper return of **ORIGINAL** documents**

****If wanting copies sent to another address, provide an addressed return envelope with sufficient postage**

If you are using a pre-paid UPS or FedEx return label, please provide the mailing envelope as well

Copies are \$1.00 per page and \$5.00 for certification PER document

- ❖ MUST HAVE ORIGINAL SIGNATURES Texas Property Code Sec. 45.0011 (b)
 - ❖ MUST BE PROPERLY ACKNOWLEDGED/NOTARIZED Texas Property Code Sec. 12.001 (a)(b)
 - ❖ MUST HAVE CLEARLY IDENTIFY HEADING OF DOCUMENT LGC 191.007 (c), LGC 193.001(c)
Penalty Fee of twice the filling fee for that page
 - ❖ MUST BE TYPED OR WRITTEN IN AT LEAST 8PT. FONT LGC 191.007 (b)(3)
 - ❖ MUST BE ON A PAPER NO LARGER THAN 8.5 IN X 14IN LGC 191.007 (b)(1)
 - ❖ MUST HAVE NAMES LEGIBLY PRINTED/TYPED UNDER SIGNATURE LGC 191.007 (e)
 - ❖ MUST HAVE GRANTEE'S MAILING ADDRESS ON DOCUMENT Texas Property Code Sec. 11.003 *Penalty Fee of \$25*
 - ❖ MUST BE BLACK TYPING ON A WHITE BACKGROUND LGC 119.007 (f)
 - ❖ MUST BE ENGLISH Texas Property Code Sec. 11.002
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The Clerk has **NO** duty to search records under their control and guarantee the correctness thereof *AG OPINION WW-607*

The Clerk is **NOT** responsible to determine effect or legality *AG OPINION JM-904*

The Clerk may **NOT** provide any legal advice *GOV. CODE 81.101*

The Clerk can **NOT** make changes to documents

The Clerk's Office **DOES NOT** notarize any documents

WHAT SHOULD NOT BE FILLED IN OPR:

- ❖ MILITARY DISCHARGE RECORDS LGC 191.002
- ❖ LETTERS TESTAMENTARY AG OPINION H-410
- ❖ BIRTH AND DEATH CERTIFICATES GOV. CODE 552.115
- ❖ UNPROBATED WILL (unless attached to an affidavit) AG OPINION M-511

Castro County Official Public Record Filing Fees

First page of **EACH** document is \$25, each additional page is \$4

Each name indexed in excess of **FIVE** names is .25¢

****Please include a self addressed return envelope with proper postage****

PAGE	COST
1	\$25
2	\$29
3	\$33
4	\$37
5	\$41
6	\$45
7	\$49
8	\$53
9	\$57
10	\$61
11	\$65
12	\$69
13	\$73
14	\$77
15	\$81
16	\$85
17	\$89
18	\$93
19	\$97
20	\$101

PAGE	COST
21	\$105
22	\$109
23	\$113
24	\$117
25	\$121
26	\$125
27	\$129
28	\$133
29	\$137
30	\$141
31	\$145
32	\$149
33	\$153
34	\$157
35	\$161
36	\$165
37	\$169
38	\$173
39	\$177
40	\$181

PAGE	COST
41	\$185
42	\$189
43	\$193
44	\$197
45	\$201
46	\$205
47	\$209
48	\$213
49	\$217
50	\$221
51	\$225
52	\$229
53	\$233
54	\$237
55	\$241
56	\$245
57	\$249
58	\$253
59	\$257
60	\$261

PAGE	COST
61	\$265
62	\$269
63	\$273
64	\$277
65	\$281
66	\$285
67	\$289
68	\$293
69	\$297
70	\$301
71	\$305
72	\$309
73	\$313
74	\$317
75	\$321
76	\$325
77	\$329
78	\$333
79	\$337
80	\$341

PAGE	COST
81	\$345
82	\$349
83	\$353
84	\$357
85	\$361
86	\$365
87	\$369
88	\$373
89	\$377
90	\$381
91	\$385
92	\$389
93	\$393
94	\$397
95	\$401
96	\$405
97	\$409
98	\$413
99	\$417
100	\$421

Must be paid by CASH, CHECK or MONEY ORDER ONLY, No Credit or Debit Cards

Effective January 1, 2024