

Expedited Mail Service Form

If the County Clerk's Office does not receive the complete request **within 48 hours** after the payments has been submitted, a refund will be processed to your credit card without the convenience fees.

- Determine total cost of records (certificates)
- Check the box of preferred mail service
- Total fee amounts to be processed in Certified Payments

Fees to Purchase Record = _____

3 Day Priority (US Post Office) = **\$10.00** _____

OR

FedEx Overnight Service = **\$35.00** _____

Total Fees = _____

- Process total amount through website www.certifiedpayments.net
- Write payment confirmation # on the certificate **Application**
- Fax completed **Expedited Mail Service Form, Application, Copy of ID** (If required) to 979-864-1358 or email cclerkpublic@brazoria-county.com

Fed Ex Overnight Service – requires a complete physical address

- Please complete the section below, sign and date the form

Name	
Address	
City, State and Zip	
Phone Number	
Alt. Phone Number	

Signature: _____

Date: _____

****Office Use Only***

Certified Payment Date _____

Process Date _____

Payment ID Number _____

Receipt # _____

Tracking # _____