

**CRANE COUNTY REQUEST FOR OFFICIAL PUBLIC RECORD DOCUMENTS**

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

**Document Information:**

Recorded Name (Grantee/Grantor): \_\_\_\_\_

Instrument #: \_\_\_\_\_ Volume \_\_\_\_\_ Page \_\_\_\_\_

Type of document you are requesting: \_\_\_\_\_

**Requester/Customer Information:**

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

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

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*Clerk's Name:* \_\_\_\_\_ *Date Completed/Mailed:* \_\_\_\_\_

**INSTRUCTIONS:**

Please fill out all the information above. Please list the instrument number, volume and page reference, or the "Name or Names on the document requested."

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Please see the fee pages on our website for the current cost of copies. \$1.00 per page added \$5.00 for certification. If you are paying with a credit card, please be advised there will be a convenience fee for the credit card payment.

DO NOT use the form for requesting a copy of a BIRTH or DEATH certificate. There is a separate form for the request. Which you can find on our webpage at [www.co.crane.tx.us](http://www.co.crane.tx.us).

Please email this information to [www.coclerk@co.crane.tx.us](mailto:www.coclerk@co.crane.tx.us) or mail to 201 W. 6<sup>th</sup> St., Rm 110, Crane, Texas 79731.