

SWISHER COUNTY

Official Public Records Filing Requirements

- MUST HAVE ORIGINAL SIGNATURES
Texas Property Code Sec. 12.0011 (b)
- MUST BE PROPERLY ACKNOWLEDGED/NOTARIZED
Texas Property Code Sec. 12.001 (a)(b)
- MUST HAVE A CLEARLY IDENTIFYING HEADING OF DOCUMENT
LGC 191.007 (c) LGC 193.001 (c) *Penalty Fee of twice the filing fee for that page.*
- MUST BE TYPED OR WRITTEN IN AT LEAST 8 PT. FONT
LGC 191.007 (b)(3)
- MUST BE ON PAPER NO LARGER THAN 8.5 IN. X 14 IN.
LGC 191.007 (b)(1)
- MUST HAVE NAME'S 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 IN ENGLISH
Texas Property Code Sec. 11.002
- PLEASE PROVIDE A SELF-ADDRESSED RETURN ENVELOPE FOR PROPER RETURN OF ORIGINAL DOCUMENTS.

WHAT SHOULD NOT BE FILED IN OPR

- MILITARY DISCHARGE RECORDS LGC 192.002
- LETTERS TESTAMENTARY AG OPINION H-410
- BIRTH & DEATH CERTIFICATES GOV. CODE 552.115
- UNPROBATED WILL (unless attached to an affidavit) AG OPINION M-511

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

Redacting of SS numbers available by written request only.

GOV. CODE 552.147