

**STOP**

**READ**

## **Miscellaneous Payments Only**

**BEFORE MAKING A PAYMENT VIA CREDIT CARD YOU MUST FIRST CALL THE COUNTY CLERK'S OFFICE TO GET ALL REQUIRED INFORMATION FOR PROPER PROCESSING OF YOUR PAYMENT.**

County Clerk's phone number (979) 244-7680

YOU WILL NEED TO KNOW THE FOLLOWING BEFORE PROCEEDING WITH YOUR PAYMENT:

1. AMOUNT THAT YOU NEED TO PAY.
2. WHAT THE PAYMENT IS FOR.
3. BUREAU CODE # : 7826938
4. **A convenience fee of 3% with a \$1.00 minimum charge will be charged to all credit card payments by the vendor providing this service. The fee covers the cost of making payment by credit card possible. No part of this fee is retained by Matagorda County.**
5. PAYMENT WILL NOT BE PROCESSED UNTIL NEXT BUSINESS DAY OR UNTIL PROPER DOCUMENTATION IS RECEIVED BY THE CLERKS OFFICE.
  - a. FOR BIRTH & DEATH RECORDS YOU WILL NEED TO SUBMIT AN APPLICATION AND A GOOD COPY OF YOUR CURRENT ID OR DRIVER'S LICENSE BY MAIL OR ELECTRONICALLY THROUGH EMAIL TO [coclerk@co.matagorda.tx.us](mailto:coclerk@co.matagorda.tx.us) OR BY FAX TO (979)244-7688.
  - b. FOR MARKS & BRANDS WE MUST RECEIVE THE APPLICATION WITH NOTARY ACKNOWLEDGEMENT ATTACHED BEFORE PROCESSING YOUR CREDIT CARD. THESE MAY BE FILED BY MAIL OR ELECTRONICALLY THROUGH EMAIL TO [coclerk@co.matagorda.tx.us](mailto:coclerk@co.matagorda.tx.us) OR BY FAX TO (979)244-7688
  - c. FOR ALL OFFICAL RECORD FILING YOU MUST SUBMIT ALL DOCUMENTS TO THE CLERK'S OFFICE BEFORE PROCESSING YOUR CREDIT CARD. MAIL IN THE DOCUMENTS AND CALL TO MAKE SURE THE CLERK'S OFFICE HAS RECEIVED THEM.
6. BE SURE TO GET THE PAYMENT ID WHEN YOUR PAYMENT HAS BEEN ACCEPTED BY CERTIFIED PAYMENTS AND PRINT YOUR DIGITAL RECEIPT FOR YOUR RECORDS.

**ONCE YOU HAVE READ ALL THE INFORMATION ABOVE AND COMPLETED ALL THE STEPS, PLEASE CLICK ON THE LINK BELOW AND YOU WILL BE REDIRECTED TO CERTIFIED PAYMENTS.**

**[Pay On-Line](#)**