

Official Public Records Filing Requirements

By law, all instruments conveying property to be filed in the Official Public Records of Clay County, Texas:

- **MUST HAVE ORIGINAL SIGNATURES**

Texas Property Code Sec. 12.0011 (b)

- **MUST BE PROPERLY ACKNOWLEDGED/ NOTARIZED**

Civ. Prac. & Rem. Code Sec. 121.004-121.011

- **MUST HAVE A CLEARLY IDENTIFYING HEADING OF DOCUMENT**

- **MUST BE TYPED OR WRITTEN IN AT LEAST 8 PT. FONT**

- **MUST BE ON PAPER NO LARGER THAN 8.5 in. X 14 in.**

- **MUST HAVE THE GRANTOR'S NAME PRINTED LEGIBLY/TYPED UNDER SIGNATURE**

- **MUST HAVE GRANTEE'S MAILING ADDRESS ON DOCUMENT**

Failure to meet these requirements will results in a fee double the normal recording fee

Local Gov't Code 191.007

WE REQUEST 2 in. MARGIN OF BLANK SPACE AT TOP OF FIRST PAGE

and 1 in. at the top of each following page for recording labels/ electronic stamps

If no statute authorizes, requires or permits a document to be filed/recorded, the clerk may not accept such a document. For example, unusual papers such as "Refusal to Pay Property Taxes", "Declaration of Peron Being a Sovereign", "Surrender of Social Security Card", and "Declaration of Domestic Partnership" are not to be filed/records. Sec. 11.008

Death Certificates and Letters Testamentary may NOT be recorded in OPR. AG H-410

Confidential Information: An instrument transferring an interest in real property must include a confidentiality notice. The notice must appear at the top of the first page in 12-pt. bold type or 12-pt uppercase letters and read substantially as follows:

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: SOCIAL SECURITY NUMBER OR DRIVER'S LICENSE NUMBER. Sec. 11.008(b)