

Official Public Records Filing Requirements

By law, all instruments 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**

OR BE WITNESSED BY AT LEAST TWO PEOPLE, ONE OF WHOM'S SIGNATURE IS NOTARIZED

Civ. Prac. & Rem. Code Sec. 121.001 (a)

- **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 EACH PAGE, AND 1 in. MARGIN AT TOP OF EACH FOLLOWING PAGE**

Local request for space to affix label and electronic stamps

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

Sec 11.008

Death certificates and Letters Testamentary may NOT be recorded in OPR, due to the fact certified copies may NOT be made. AG H-410

Confidential information in real property documents. A deed, mortgage, or deed of trust that transfers an interest in real property to or from an individual must include a confidentiality notice. The notice must appear at the top of the first page of the instrument, in 12-point boldfaced type or 12-point uppercase letters, and read substantially as follows:

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