

**Glenda Henson**  
**Montague County Clerk**  
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March 18, 2020

Regarding the ongoing global coronavirus, now known as COVID-19 the Montague County Clerk's Office promotes the safety, health and well-being of our employees, their families, and our citizens during this complicated time. Effective March 19, 2020 the Montague County Clerk's Office will temporarily suspend face to face daily contact with walk-in customers until further notice. My staff and I will still be working behind locked doors to see that we provide you with your needs. We will be answering the phones, call if you have any questions.

Please read the following guidelines.

- a. **Requesting Birth/Death Certificates by mail:** These documents can not be emailed or faxed to you. If you have internet access go to [www.co.montague.tx.us](http://www.co.montague.tx.us), *County Clerk, Forms, Application for Birth/Death*. Print out the application, fill form out completely and send by mail along with a Valid Photo Copy of the applicants ID, along with the fee noted. Personal checks and money orders included. We will process and in turn mail the Certified Copy of the Birth/Death Certificate back to you.
- b. **Requesting Birth/Death Certificates in an emergency:** If you have internet access go to the website listed above, print out the application, email or fax the application, submit the payment by Credit Card to [www.certifiedpayments.net](http://www.certifiedpayments.net) and select the bureau code of **2698258**, follow the prompts and call us with the payment ID number confirmation, at the time of your call tell us you will be enroute to pickup and we will meet you at the door.
- c. **Assumed Name Recordings/Certificate of Ownership:** Go to the Clerk's Website print and fill out the form and mail the notarized form to Montague County Clerk along with the recording fee of \$23.00. We will record and return your recorded copy back to you (be sure and include your address).
- d. **Recording of all other Land Records, Open Public Records, etc.:** We must have the original instrument, this can not be faxed or emailed. Mail to the Montague County Clerk along with the recording fees (\$26.00 for the first page and \$4.00 for each page attached per instrument).

- e. **Local Title Company take off/ searches:** Call ahead and we will make sure you get what you need.
- f. **Landmen/Attorney Searches:** Fax, email, or call with Grantor-Grantee or Volume Page/Instrument Number and we will make sure you get what you need.
- g. **Marriage License Applicants:** You must both appear in person, call ahead and make an appointment. (an application will be made available soon on the website to prefill for this)
- h. **Court Costs/Fine Payments (criminal):** *Mail your Money Order* to the above address, write your Cause Number on the Money Order. Once received we will process and in turn mail you a receipt. or *To Pay by Credit Card:* go to [www.certifiedpayments.net](http://www.certifiedpayments.net) and select the bureau code **3656041**, follow the prompts, enter your criminal cause number (ex: 19-101), and then call us with the Payment ID confirmation number. We will process and then send you a receipt in the mail.

I apologize for any inconvenience this will cause any customers. This decision was not taken lightly. I have a strong commitment for the safety and the overall health and well-being of all employees and their families as well as all citizens. We will to continue to be here for you, just call.

Thank You for your support and understanding as we work together through this situation.

Sincerely,

Glenda Henson  
Montague County Clerk