



SCHELANA HOCK
POLK COUNTY CLERK

SUBJECT: COUNTY CLERK WEB-SITE

The Official Public Records are now available to view on our Private Web-Site. We have a link on the official Polk County Website through (CIRA) County Information Resources Agency & Texas Associations of Counties.

www.co.polk.tx.us/Official Polk County Website

Click on County Clerk under County Offices

Then click on Subscription Users, Click here to LOGIN

You may access our records anytime from the convenience of your own PC at home or at your office. I am enclosing the Membership subscription Information, as well as the form.

Please include on your application a username and password.

Should you have any further questions please feel free to contact the County Clerk's Office.

Sincerely,

Schelana Hock

Schelana Hock
Polk County Clerk

101 W. Mill, Suite 265 • P.O. Drawer 2119 • Livingston, Texas 77351
936-327-6804 County Clerk • 936-327-6805 County Court • 936-327-6855 Fax



SCHELANA HOCK
POLK COUNTY CLERK

TO ACCESS OUR OFFICIAL RECORDS INDEX

MEMBERSHIP SUBSCRIPTION:

Access to view indexes on our private web-site is by membership only. To become a subscription member you must register with the County Clerk and pay a \$25.00 startup fee plus \$100.00 advanced payment for your first four months of service.

Our index includes deeds, oil and gas, and all official public records from 1846 to current, and will be updated weekly. If you choose to View INDEX only the cost will be \$10.00 a month. The cost for viewing Documents will be \$25.00 a month. All documents will have a watermark.

Images are currently from 1972 to today. We are working on scanning Oil and Gas and Deeds of Trust books into the system. If you would need images not available Online you could order them from our office by faxing your request to 936-327-6874, or through the mail.

Due to there being no watermarks on the copies received from our office there is a charge of \$1.00 per page and a \$2.00 fax fee to send them to our customer via fax, there is a five page maximum limit. And due to the Volume of work it may take up to 10 days to get the copies completed. All copy requests will be received from our office either by fax or regular mail.

Once your account balance reaches \$50.00 or below we will send a reminder in which you can replenish at your earliest convenience. All fees are due and payable by the 10th of each month if balance is \$0.

**** A WRITTEN REQUEST IS REQUIRED TO CANCEL THIS SERVICE****



SCHELANA HOCK
POLK COUNTY CLERK

(Username and Password must be all lowercase letters)

Username: _____

Password: _____

SUBSCRIPTION MEMBERSHIP AGREEMENT

INDEX ONLY _____ INDEX & IMAGES _____

USER PROFILE INFORMATION

You may register as a Personal Account, or Business Account or Commercial Account

First Name: _____

Last Name: _____

Company Name: _____

Address: _____

City, State, Zip Code: _____

E-mail: _____

Home Telephone: _____

Work Telephone: _____

Cell Phone: _____

Signature of account agreement: _____

Date of Registration: _____

Agreement to Use of Information:

You **MUST SIGN** this agreement that you will not sell or market any index information to anyone or any third party for marketing purposes. The Polk County Official Records Index information is provided solely for the use of the **member only**.

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Payment options:

Cash, Check or Money Order, in person or by mail, Credit Card payments are available through the main office.

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