



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](http://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,

A handwritten signature in cursive script that reads "Schelana Hock".

Schelana Hock  
Polk County Clerk



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 1982 to today. We are working on scanning other years into the system. If you would need images not available Online you could order them by telephone from our office by calling 936-327-6804, or fax your request to 936-327-6874. Depending on our Volume of work it may take up to 10 days to get the copies completed.

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 10<sup>th</sup> of each month if balance is \$0.

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



SCHELANA WALKER  
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 telephone \_\_\_\_\_

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**.

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

Payment options:

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