

St. Mary Parish Clerk of Court

P.O. Box 1231
Franklin, Louisiana 70538
337-828-4100 Ext. 200
337-828-2509 Fax

One Time Credit Card Payment Authorization Form

Complete and sign this form to authorize the St. Mary Parish Clerk of Court to make a one-time charge to your credit card listed below.

By signing this form, you give us permission to charge your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____(your full name) authorize the St. Mary Parish Clerk of Court to charge my credit card account indicated below for **THE AMOUNT LISTED BELOW plus a 2% processing fee** on the date of _____(today's date. Note: credit card payments may be processed the next business date depending on the time of day this request is received in the Clerk's Office). This payment is for documents as requested by the said person.

Billing Address _____ Phone # _____
City, State, Zip _____ Email _____

REQUEST:

- Background Check-\$20.00 each name Minute Entry-\$15.00 each
- Marriage License-\$7.00 each
- Document/Copies (\$2.00 per page) _____

CIVIL

- Advance Court Costs \$ _____ Docket Number: _____
- Court Costs Owed \$ _____ Docket Number: _____

How will you receive requested documents?

****NOTE: ADDITIONAL CHARGES MAY APPLY****

- Pick-up from Clerk's Office (no charge)
- Mail to Address (no charge) same address as above different address

If different address: _____

- E-mail or Fax (additional \$5.00)
If E-mail or Fax is chosen, the document **WILL NOT** be a certified document
E-mail address _____
Fax number _____

Account type: Visa MasterCard AMEX Discover

Cardholder Name _____
(As it Appears on Card)

Account Number _____

Expiration Date ____/____ Security Code _____

PRINTED NAME _____

SIGNATURE _____ DATE _____

I authorize the above-named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card, and I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated on this form.