

St. Mary Parish Clerk of Court

P.O. Box 1231, Franklin, Louisiana 70538
Phone: 337-828-4100, ext.2010 Fax: 337-828-2509

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/debit card. All information will remain confidential. Once submitted, someone from our office will contact you at the phone number below to complete your credit/debit card payment transaction.

Card type: Visa MasterCard AMEX Discover

Name on Card:

Billing Address: Phone:

City, State, Zip: Email:

Signature: Date:

Print Name: **Attach a copy of Driver's License or Id

Authorized amount: \$ (plus a 2.50% processing fee and any postage required if requesting documents to be mailed via postal service)

I authorize the St. Mary Parish Clerk of Court to charge my credit/debit card provided herein for the above amount plus a 2.50% processing fee. This payment authorization is valid for one-time use only. I certify that I am the owner, or an authorized user, of this credit/debit 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.

Requested Service(s)

CRIMINAL DEPT:

- Criminal Background Check - \$20.00 each name Minute Entry - \$15.00 each
- Filing Fees: \$ - Docket No:
- Copies - \$2.00/page Non-Recorded Certification - \$5.00 ea. Recorded Certification Fee - \$10.00 ea.

RECORDING DEPT:

- Copies - \$2.00/page Non-Recorded Certification - \$5.00 ea. Recorded Certification Fee - \$10.00 ea.
- Copy of Marriage License - \$10.00 ea. Flat Fee Mortgage/Clear Lien/UCC Certificate: \$
- Recording Fees: \$ UCC Filing Fee: \$ Fee Account Payment: \$

CIVIL DEPT:

- Civil Background Check - \$20.00 each name Probate Background Check - \$10.00 each name
- Docket Number: - Advance Court Costs \$ Court Costs Owed \$

OTHER SERVICES:

- Birth/Death Certificate(s) \$ Other: \$

How will you receive the requested documents? *NOTE: ADDITIONAL CHARGES MAY APPLY*

- Pick-up from Clerk's Office
- E-mail: (Additional \$5.00 fee)
- Fax: (Additional \$5.00 fee)
- Mail to billing address above (Postage fees apply if no prepaid envelope or label provided)
- Mail to different address below: (Postage fees apply if no prepaid envelope or label is provided)