



Kim Turlich-Vaughan

PLAQUEMINES PARISH CLERK OF COURT

P.O. Box 40 • BELLE CHASSE LA 70037-0040 • (504) 934-6610

SERVICE REQUEST & AUTHORIZATION TO CHARGE CREDIT CARD

Name on Credit Card: _____

Credit Card #: _____

*****NOTE: Clerk of Court does not accept American Express.*****

Expiration Date (MM/YY) _____ Security Code (V-Code) _____

Billing Address: _____

City/State/ZIP Code: _____

Phone No.: (_____) _____

Items Requested (please be specific and refer to our web site's Fees page for an estimate of costs):

Send Items:

Via USPS to:

Address: _____

City/State/ZIP Code: _____

OR

Via e-Mail to: _____@_____

*****NOTE: Certified True Copies of documents cannot be e-mailed.*****

OR

Via FedEx:

Recipient's Account No. **(required)** _____

Address: _____

City/State/ZIP Code: _____

Requested by (if not name on credit card): _____

*****The clerk's credit card vendor charges a fee of 2.75% for each transaction***
***The clerk of court charges a \$5.00 credit card convenience fee for all credit card transactions made by e-mail or telephone.
To avoid credit card fees, send a check or money order as payment for your services to P.O. Box 40, Belle Chasse LA 70037-0040.**

E-MAIL THIS REQUEST TO INFO@CLERK25TH.COM OR FAX TO (504) 934-6629.

THIS SECTION TO BE COMPLETED BY CLERK OF COURT

Dy Clerk: _____ Amount charged: \$ _____

Date Completed: _____