RECORDS CENTER USE ONLY	SEARCHER: _____
DATE: _____	DATE SEARCHED: _____
TO: _____	DATE DELIVERED / SENT: _____
FR: _____	METHOD OF DELIVERY: _____
# OF PAGES:_____	REFILED BY: _____

HARRIS COUNTY RECORDS CENTER
RECORDS REQUEST FORM

HARRIS COUNTY RECORDS CENTER
4625 Crites
Houston, TX 77011
FAX NUMBER: 713-924-4126 PHONE NUMBER: 713-921-8820 EMAIL: Records.Center@itc.hctx.net

REQUESTED BY

NAME:	OFFICE:	DATE:
PHONE #:	EXT:	FAX :

ACTION REQUESTED

DELIVER ORIGINAL ( ) FAX COPY ( ) FURNISH INFORMATION BY PHONE ( )
TYPE OF WITHDRAWAL: TEMPORARY ( ) PERMANENT ( ) EXPUNCTION ( )
SPECIAL INSTRUCTIONS:

DESCRIPTION OF RECORD

DATE & RECORDS TITLE	CASE NUMBER OR FILE ID	BOX OR VOLUME #	LOCATION (***LEAVE BLANK***)	DISPOSITION (***LEAVE BLANK***)

RECORDS CENTER FORM # 292-004 (JUL 2008) RECORDS CENTER COPY / RETURN COPY/OUT GUIDE

***WHEN SENDING A FILE OR BOX BACK FOR *REFILE*,**
A COPY OF THIS FORM *MUST* BE ATTACHED.