



**COUNTY OF GLENN  
CLERK-RECORDER**

516 West Sycamore Street, 2nd Floor  
Willows, CA 95988

**SENDY PEREZ**  
Assessor  
County Clerk  
Recorder  
Elections

(530) 934-6412 FAX (530) 934-6571

**Credit Card Authorization**

Please note: there is a minimum fee of \$1.00 in order to use your credit card. The Clerk/Recorder accepts American Express, Discover, MasterCard and Visa for payment of fees for documents. To pay fees using a credit card, simply complete and sign this form. **NDMD**

Please PRINT CLEARLY in blue or black ink only. DATE: \_\_\_\_\_

**NOTE: There is an additional fee of \$7.00 charged per transaction for using your Credit/Debit card.**

Please indicate the document number and the name(s) that appear on the document that you are requesting below:

Document Number:	Names that appear on the document:

Mail to address shown below.

Fax to: \_\_\_\_\_  
(Please enter fax Number)

**CREDIT CARD INFORMATION**

NAME AS IT APPEARS ON CARD:		
BILLING ADDRESS (Street or PO Box):		
CITY:	STATE:	ZIP CODE:
DAYTIME TELEPHONE NUMBER:	ALTERNATE NUMBER:	
(    )	(    )	

Cardholder's Signature: \_\_\_\_\_  
**(Required)**

UPON APPROVAL OF THE CHARGES BY YOUR CREDIT CARD COMPANY, YOUR CREDIT CARD INFORMATION BELOW WILL BE SHREDDED.

Please charge to the following credit card:

American Express    Discover    MasterCard    Visa

Credit Card No.: \_\_\_\_\_  
**(If preferred, you may call-in your credit card number information)**

Expiration Date: (mm/yy) \_\_\_\_\_

CVC Number \_\_\_\_\_  
(security number)

NOTE: Fax machine is located in a secure area accessible to staff only.