

Harris County District Clerk: Court Registry

Instructions for Withdrawing Funds (Minor)

The following documentation is needed in order to process your application. Our office will not accept incomplete applications.

_ An original birth certificate. If your birth certificate is written in a language other than English, it must be accompanied by a notarized English translation

_ A certified copy of your marriage license if you are now married

_ Form W-9*

_ Application*

_ Motion*

_ Picture Identification: state issued driver's license, state identification card, passport, military ID, or a recent school ID accompanied by a receipt for a DPS ID card and **this must be signed and notarized if you do not come to the office in person.**

_ Social Security Card (photo copy if application is mailed)

- ***These forms are available at the District Clerk's Office located at 201 Caroline, Room 170 (on the 1st floor of the Civil Courthouse) or online at www.hcdistrictclerk.com under accounting/court registry/forms***

If applying by mail:

Send in the completed application, W-9, birth certificate or marriage license and a notarized photocopy of the applicant's state picture ID. The applicant should sign the copy in front of a notary and have the signed paper notarized.

Mail the above items to the following address:

**HARRIS COUNTY DISTRICT CLERK
LOREN JACKSON
ATTENTION: COURT REGISTRY
P.O. BOX 4651
HOUSTON, TX 77210-4651**

If you have any questions, you can call **713-755-7300** with your case, account or social security number and name of minor.