

REQUEST TO REDACT
 SOCIAL SECURITY NUMBER
 FROM PUBLIC DOCUMENTS (OPR)
 Government Code 552.0147(d)

(One form per person)

I request that my social security number found in the following document (s) be removed from public access:

NAME LISTED ON DOCUMENT	DOCUMENT TITLE	RECORDING NUMBER	PAGE # THAT SSN APPEARS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I am the owner of the Social Security Number (SSN) that appear in the document (s) listed above. I submit this request for the purpose of preventing full disclosure of my SSN and I understand that the last four digits must remain in the public document as required by law.

SIGNATURE and Last 4 digits of SS# _____ (_____) DATE _____ DAYTIME PHONE NUMBER _____

DATE REQUEST RECEIVED _____	FOR OFFICE USE	CLERK'S INITIALS _____
REDACTION COMPLETED BY (NAME OF STAFF) _____	TYPE OF ID PRESENTED _____	DATE REDACTION COMPLETED _____
COMMENTS: _____		

*If this form is mailed to the County Clerk's office, you must include a photocopy of requestor's Driver's License. The photocopy will be destroyed after verification.

Sec. ~~552.147~~. SOCIAL SECURITY NUMBERS. (a) The social security number of a living person is excepted from the requirements of Section 552.021, but is not confidential under this section and this section does not make the social security number of a living person confidential under another provision of this chapter or other law.

(b) A governmental body may redact the social security number of a living person from any information the governmental body discloses under Section 552.021 without the necessity of requesting a decision from the attorney general under Subchapter G.

(c) Notwithstanding any other law, a county or district clerk may disclose in the ordinary course of business a social security number that is contained in information held by the clerk's office, and that disclosure is not official misconduct and does not subject the clerk to civil or criminal liability of any kind under the law of this state, including any claim for damages in a lawsuit or the criminal penalty imposed by Section 552.352.

(d) Unless another law requires a social security number to be maintained in a government document, on written request from an individual or the individual's representative the clerk shall redact within a reasonable amount of time all but the last four digits of the individual's social security number from information maintained in the clerk's official public records, including electronically stored information maintained by or under the control of the clerk. The individual or the individual's representative must identify, using a form provided by the clerk, the specific document or documents from which the partial social security number shall be redacted.