

**SWISHER COUNTY & DISTRICT CLERK**  
**CJ CHASCO**  
 119 S MAXWELL, TULIA, TX 79088  
 PHONE 806-995-3294      FAX 806-995-4121

**OFFICIAL PUBLIC RECORDS DISC REQUEST**

A WRITTEN REQUEST MUST BE MADE FOR EACH REQUEST BEFORE PROCESSING.

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_  
 PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

REQUEST BY DATE RANGE: \_\_\_\_\_ THROUGH: \_\_\_\_\_

REQUEST BY VOLUME & PAGE: VOL \_\_\_\_\_ PG \_\_\_\_\_ THROUGH: VOL \_\_\_\_\_ PG \_\_\_\_\_

NUMBER OF DISC REQUESTED: \_\_\_\_\_

NECESSARY IF REQUESTING DIFFERENT DATE RANGES PER MEDIA SOURCE.

PLEASE SPECIFY SPECIAL INSTRUCTIONS BELOW, INCLUDING RETURN DELIVERY INSTRUCTIONS:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 AUTHORIZED SIGNATURE OF REQUESTOR

**FOR OFFICE USE ONLY**

<b>RECEIVED BY</b>	MAIL	EMAIL	FAX
DATE			
MEDIA SOURCE PROVIDED		PREPAID POSTAGE PROVIDED	
PAYMENT SOURCE	CHECK	CREDIT CARD	MONEY ORDER
CHECK #		RECEIPT #	
<b>RETURNED BY</b>	FEDEX	USPS	UPS
DATE:			
SCHEDULED PICK UP CONFIRMATION#		TRACKING #	
<b>COMPLETED BY:</b>		<b>DATE:</b>	