Office of the District Clerk

Johnson County
P.O. Box 495
Cleburne, Texas 76033
(817) 556-6839
Fax (817) 556-6120

Will F. Keeton
District Clerk

R E Q U E S T – R E D A C T I O N – SSN

Redaction of Social Security Numbers (SSNs), as authorized by Government Code Sec. 552.147 (d) (below), will remove the first five (5) digits of SSN, leaving the last four (4) digits of SSN visible in the document(s) on file. A separate request must be completed for each cause number containing SSN, including title(s) of document(s) and page number(s) where SSN is located.

Note: *Requestor may only request his/her SSN redacted or that of his/her child/ward if requestor is parent/legal guardian.*

REQUEST MUST BE LEGIBLY COMPLETED IN FULL FOR PROCESSING

Person's Full Name
(whose SSN is to be redacted)

Cause Number

Document Title **Page Number**

I am the owner or parent/legal guardian of the person whose SSN appears in the document(s) above. I submit this request to prevent full disclosure of my SSN with the understanding that the last four (4) digits of my SSN must remain in the document(s) as required by law.

Requester's Name (Print) **Phone Number**

Requester's Name (Sign) **Date**

If request is *mailed* to the District Clerk's office, **a photocopy of requestor's driver's license must be included**.
The photocopy will be destroyed after verification.

Government Code Sec. 552.147 (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.*

CLERK'S USE ONLY

Type of ID: _____ **By**_____ **Deputy**

Document Source	Clerk's Initials	Date of Redaction
Original		
Book		
Image		
Microfilm		

Redaction not completed due to:

_____

By _____ **Deputy**