

# Harris County District Clerk: Court Registry

## Instructions for Withdrawing Minor Funds

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 or a certified copy of a Name Change

\_\_\_ Form W-9\*

\_\_\_ Application\*

\_\_\_ Motion\*

\_\_\_ **Valid** Picture Identification: state issued driver's license, DPS I.D. receipt, state identification card, passport, military ID, or similar government issued identification

\_\_\_ Social Security Card (**photocopy if application is mailed**)

*\* These forms are available at the District Clerk's Office located at 201 Caroline, Room 170 (on the 1<sup>st</sup> floor of the Civil Courthouse) or online at [www.hcdistrictclerk.com](http://www.hcdistrictclerk.com) under Forms/ Accounting and Court Registry/Application to withdraw Minor Funds*

### If applying by mail:

Send in the completed application, W-9, birth certificate along with marriage license if you are now married, 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  
MARILYN BURGESS  
ATTENTION: COURT REGISTRY  
P.O. BOX 4651  
HOUSTON, TX 77210-4651**

If you have any questions, you can call **832-927-5670** with your case, account or social security number and name of minor. **Minor Funds will be disbursed in 6 to 8 weeks.**