



## SMITH COUNTY DISTRICT CLERK

### Request for Partial Social Security Number Redaction Pursuant To Government Code 552.147(d)

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

**Note: Requestor information below will only be used to confirm transaction**

Please use this form for requesting a partial redaction of a Social Security Number (SSN) contained within a court document. Please allow a reasonable period of time for changes to be in effect (per Government Code 552.147(d) see below).

To complete this request (per Government Code 552.147(d) see below), please include the following information –

1. Name, Address, email, and phone to which SSN is assigned
2. SSN of Requestor to be redacted
3. Case Number for court documents containing SSN
4. Document Name, File Mark Date, Page No. containing SSN
5. Name, Address, email, and phone of requestor's representative (If any)

Note: Under the provisions of Government Code 552.147(d) the SSN may not be redacted where other laws would require the SSN be maintained (see below).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Requestor's Representative (if required)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Cause/Case Number:

Document, File Mark Date, Page No: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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