Updated information from the County Clerk’s Office, including web access search tools:

MARRIAGE LICENSES:

- Due to the closure of the Victoria County Courthouse and under the Declaration of Local State of Disaster Due to a Public Health Emergency, in an effort to control face-to-face contact, we will not be issuing marriage licenses at this time. We apologize for this inconvenience and hope to return to normal practices as soon as safely possible.

- If you are returning a marriage license for recording, please mail the license or bring it (in the envelope that was provided when you purchased your marriage license) to the drop box (we hope to have in place in the front of the courthouse entrance in the next 24 hours). The marriage license will be recorded and then mailed back to you at the address that is listed on the back of the license. If the license needs to be mailed to a different address, please provide that information on a separate sheet of paper (place the side you’ve written the new address on away from the license to prevent ink transference) inside the envelope.

ASSUMED NAME CERTIFICATES (DBA forms)

A corporation, limited partnership, limited liability partnership, limited liability company, or foreign filing entity is required to file their assumed name certificate with the office of the Secretary of State of Texas. We will not file them in our office.

- Customers will need to print out their own form by following the directions below.
- Go to vctx.org and click on “departments”
  - Then click on County Clerk;
  - Click on the “Forms Library” tab near the bottom of the page;
Click on Assumed Name Forms

- **Assumed Name:**
  - Abandonment of Assumed Name
  - Assumed Name Certificate

- **Print the form out, complete the form before a notary and mail it in or drop it off for filing with the filing fee.** *The recorded document will be sent to the address listed for the owner or first signer.*

**Trustee’s Sale, Postings and Open Meeting Notices** – individuals who perform these tasks will need to call for instructions. A call for an appointment of this type can be made when arriving to the office.

- **Real Estate Recording:** WE strongly suggest utilization of e-recording. For individuals who are not set up with an e-recording partner (these are commonly used by title companies, banks or law offices), there will be a box to drop off documents to be recorded. Fees for recording are best calculated by $16.00 for the first page plus $4.00 for each additional page or portion of a page. For any name over 5 to be indexed for searching purposes, there is a $0.25 fee for each name over the first 5. Proper payment should be included, see below if paying by credit/debit card.

- You will need to list where we should send the documents back, after recording along with a phone number to contact, should we have any questions.

- If you are paying by credit/debit card, you must include a phone number where you can be contacted for payment processing. Your transaction will not be complete until payment confirmation is made.
SEARCHING ONLINE FOR DEEDS, MARRIAGE LICENSES AND OTHER PUBLIC RECORDS VIA THE WEB ACCESS TOOL:

- Go online to www.vctx.org and select the Public Access Icon.

Public Access

- Civil & Criminal Records
- Commissioners’ Court Meetings
- County Clerk Web Access — Click on the “County Clerk Web Access”
- Dockets
- Effective.gov
- Foreclosures
- GIS
- Openbooks
- Pay Property Tax

- Click on the acknowledgement and disclaimer link, which will take you to the site.

Victoria County
County Clerk Web Access

Welcome Visitor.

<table>
<thead>
<tr>
<th>Welcome</th>
<th>Brands</th>
<th>Marriage</th>
<th>Real Estate</th>
<th>Uniform Commercial Code</th>
<th>FAQ</th>
<th>Link</th>
</tr>
</thead>
</table>

To search for a brand, click on this tab.
To search for a marriage license, click on this tab.
To search for a deed or item filed in the official public records, click on this tab.
Brands:

Brands are searchable by owners, ranch and brand description.

If you see a stray cow or horse out and can make out the brand, just type out a description. For example if the brand has a letter, just list the alphabetical letter and all brands registered with that letter being a part of the description will come up.

<table>
<thead>
<tr>
<th>#</th>
<th>Image</th>
<th>License #</th>
<th>Brand Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image" alt="View" /></td>
<td>BR1700022</td>
<td>ARROW C</td>
</tr>
<tr>
<td>2</td>
<td><img src="image" alt="View" /></td>
<td>BR1400009</td>
<td>ARROW E CONNECTED</td>
</tr>
<tr>
<td>3</td>
<td><img src="image" alt="View" /></td>
<td>BR1400009</td>
<td>ARROW POINTING TO THE LEFT E CONNECTED</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>ARROWING FACING FORWARD</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>ARROWING POINTING TO THE LEFT LINES NOT CONNECTED</td>
</tr>
</tbody>
</table>

When you click on the ![View](image), a picture of the filing document will appear.
Marriage License:

Use the Search Marriage Index tool. You’ll need to know at least one of the parties name at the time of marriage (which would be the last name before marriage).

Let’s use the name “Joe Smith”. You’ll need to enter the last name and then the first name. (You don’t have to put a comma between the names.) So type in “Smith Joe” or “Smith, Joe” and the following comes up.

And then click on the “Search” button.

This was the result:

If you click on the view, you’ll be able to see the license. There will be prompts if you wish to purchase a copy of this item.
Searching Deeds and Real Property/Official Public Records:

I find the easiest way to search these records, is to choose the last option “Search Real Estate Index”. This way you can search by name. If you choose a combined search, you can just enter a name and it will pull up filings where that party is either grantor or grantee.

If you are only looking for filings from one person or a party to any others, you can choose the “Grantor” option and enter the name.

If you are only looking for filings from anyone to a specific person(s), choose the “Grantee” option and enter the name.

We’ll use Joe Smith’s name again as the “Grantor” and this is part of the search results. You can click to view the document and can purchase copies, if you’d like.
You can specify what type of document you are looking for by clicking on the types of documents.

You can check multiple types of documents, or just leave this section blank and it will search all document types. (Please note there are document types listed that may not be applicable to Texas Official Public Records. If you click these you should not receive a return on those items, for example “Adoption”.

If you are looking to see if a business filed an “assumed name” (sometimes referred to as a dba form) you can click on the box next to “assume name” and enter the business in the party name to see results. This only pertains to businesses required to register their names locally and doesn’t apply to incorporated or other types of businesses that are now required to file with the Secretary of State.

Not all of our records are available online yet, but we are working on getting older documents added for your convenience. There are updates made weekly.

I’m hopeful that this information on accessing records online was helpful.

If you have questions, please contact our office Monday through Friday from 8:00 a.m. – 5:00 p.m.

Thank you!

Heidi Easley
For Victoria County Records Inquiries:

Start by going to: Odyssey.vctx.org

Victoria County Records Inquiry

From here, select which type of court records you are searching for.

If you select Criminal Case records, the following will appear. Complete as much as possible and click on search.

Criminal Case Records

(*) Required Fields

Search By:  
- Case
- Defendant
- Citation
- Attorney

Party Information:

- Name
- First Name
- Middle Name
- Last Name

Date of Birth:
(e.g. 1/1/1955)

Case Status:

- All
- Open
- Closed

Date Filed:
(e.g. 1/1/1955)

Sort By

Filled Date

Search  Clear Form
If you select Civil, Family or Probate Case records, the following will appear. Complete as much as possible and click on search.

Victoria County Records Inquiry

Civil, Family & Probate Case Records

(*) Required Fields
Search By:  □ Case  □ Party  □ Attorney

Party Information:  □ Name  □ Business  * Last Name  * First Name  Middle Name

Case Status:  □ All  □ Open  □ Closed

Date Filed:  (q. 11/12/1955)

Sort By:  Filed Date

Search  Clear Form

If you select Court Calendar, you can access information by the choices below.

Court Calendar

(*) Required Fields
Search By:  □ Attorney  □ Case  □ Date Range  □ Judicial Officer  □ Party or Defendant Name

Party Information:  □ Name  □ Business  * Last Name  * First Name  Middle Name

Date Range:  (q. 11/12/1955)

* On or After  and  * On or Before

Search  Clear Form