

**St. Johns County Clerk of Courts  
Phone Transaction Authorization  
Credit/Debit Card Authorization Form – RECORDING**

Fax to: (904) 827-5649 Recording Department

To pay with Visa, Master Card, Discover, or American Express, this form must be completed and returned to the St. Johns County Clerk of Courts.

Name/Address:

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

Cardholders Name (if different from above):

\_\_\_\_\_

Customer Phone Number \_\_\_\_\_ Customer Fax Number \_\_\_\_\_

I hereby authorize the St. Johns county Clerk of Courts to charge my credit/debit card:

Card No: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ V-code \_\_\_\_\_ \*

\*V-code is the 3-digit number on the back of the card or 4-digit on the front of the American Express card.

**Dollar amount authorized \$ \_\_\_\_\_ (cardholder must complete)**

*A convenience fee will be **added** to your authorized amount in accordance with the Clerk's merchant services vender's fee schedule found on our web site at [www.sjccoc.us](http://www.sjccoc.us) in the financial section, clerk's fees.*

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send payment confirmation to my email address: \_\_\_\_\_

Instead of mailing a receipt.

Book \_\_\_\_\_ Page \_\_\_\_\_

Book \_\_\_\_\_ Page \_\_\_\_\_

Other Description \_\_\_\_\_

Certification Amount \$ \_\_\_\_\_

Fax Fee \$ \_\_\_\_\_

Total Order Amount \$ \_\_\_\_\_

Service Fee \$ \_\_\_\_\_

**Grand Total Order Amount With Service Fee \$ \_\_\_\_\_**

St. Johns County Clerk of Courts  
 Credit/Debit Card Convenience Fee Table  
 Updated: 04/23/12  
 Fee for in person or via Fax

<b>Transaction Range</b>	<b>Fee Amount</b>
\$ 0.01 > \$ 50.00	\$ 1.50
\$ 50.01 > \$ 75.00	\$ 1.75
\$ 75.01 > \$ 100.00	\$ 3.00
\$ 100.01 > \$ 150.00	\$ 4.00
\$ 150.01 > \$ 200.00	\$ 5.00
\$ 200.01 > \$ 250.00	\$ 6.40
\$ 250.01 > \$ 300.00	\$ 7.80
\$ 300.01 > \$ 350.00	\$ 9.20
\$ 350.01 > \$ 400.00	\$ 10.60
\$ 400.01 > \$ 450.00	\$ 12.00
\$ 450.01 > \$ 500.00	\$ 13.40
\$ 500.01 > \$ 550.00	\$ 14.80
\$ 550.01 > \$ 600.00	\$ 16.20
\$ 600.01 > \$ 650.00	\$ 17.60
\$ 650.01 > \$ 700.00	\$ 19.00
\$ 700.01 > \$ 750.00	\$ 20.40

For each additional increment of \$50  
 or portion thereof, add \$1.40