

Upshur County Clerk
Request for Username to Print Documents
Online and in the Office

Name : _____
Address: _____

Phone: _____ Cell#: _____
Billing Email: _____

Company Name: _____
Authorized Representative: _____
Billing Email: _____
Address: _____

Phone: _____ Fax: _____

Charge Account _____ (Pre-approval only)
Prepaid Account _____ (Requires Deposit) \$ _____ Deposit Amount (\$25 minimum)

Complete the information above and **provide a valid photo identification**. An email with the username and password will be sent once the Clerk approves the request. If you prefer to choose, a username and password please complete:

Username: _____ Password: _____

- _____ I understand that I am responsible for my username and password
- _____ I will notify the County Clerk's office immediately if I feel my account has been compromised
- _____ I understand that I am responsible for all charges on my account

Signature Date

Company Authorization Date