



Betty Crane, Franklin County Clerk
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Physical: 502 East Main Street
Mount Vernon, TX 75457
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General Information about the office: www.franklincountyclerk.net
Property records online: www.countygovernmentrecords.com

July 29, 2011

RE: Renewal of Marks and Brands

To Whom It May Concern:

Every person who has cattle, hogs, sheep, or goats are required by law to re-record their brands and earmarks if they intend to continue using them. **Re-recorded brands and other marks must be recorded with the County Clerk in the county where the animals are located during the period BEGINNING August 31, 2011, through February 29, 2012.** Do NOT record them before August 31, 2011. All prior recorded marks or brands expire and become void if not rerecorded within this six month period after which time any unrecorded brand will be available for use on a "FIRST-COME" basis. Many producers may need to record their brands in additional counties. It is illegal to brand livestock without first properly recording the brand with the County Clerk.

Please read the other side of this page for **IMPORTANT INFORMATION**. There is useful information to help you record your brand.

This will be the only notice you receive. If you have any questions or concerns, please do not hesitate to contact this office. If you need another application you may print one from the franklincountyclerk.net website – click on FORMS tab at the top of the page.

Sincerely,

Betty Crane Franklin County Clerk

By: _____ Deputy Clerk

VERY IMPORTANT INFORMATION – PLEASE READ

When filing out the enclosed renewal application – please print **NEATLY**. We must be able to read your hand writing to be able to file your application. Please be sure and put your phone number and email address if you have one. We will contact you by phone or email if we find a problem with your application. We will make local phone calls but not long-distance calls.

NOTE – IF FILING IN PERSON we are located in a new location – At this time the courthouse is being restored and the County Clerk's office is located at 502 East Main Street in the old TXDOT / DHS building on highway 67 just east of Mount Vernon. Look for the banner that says Franklin County Annex. The County Clerk's office entrance is the metal door on the west side of the building towards the back of the building.

BRAND FILING FEES - \$16.00 to file one brand at one location and \$5 for each additional location IF filed at the same time. For **RENEWAL BY MAIL** you **MUST** have already had the brand and the **locations** on file in this county to be able to file this by mail. We prefer you to come to the office to register all **NEW BRANDS**. We require you to look through the brand index to verify that someone is not already using the brand. **EXAMPLE** – one brand includes one location to place the brand – filing fee \$16. If you want the same brand in a second location add \$5 to the \$16 only when the second location is filed at the time of recording the brand – otherwise you will have to pay the \$16 filing fee again when you record the same brand with another location at another time. Call the office if you have questions – 903-537-2342 x 2.

***ACCEPTED FORMS OF PAYMENT** - include cash, cashiers check, and money order and **checks - no out-of-state personal checks accepted**. **ALL checks must have the driver's license and phone number of signer**. If you have questions about us accepting your check, please contact us at 903-537-2342 x 2. Return check fee \$30. Returned checks will not be re-deposited.

We have enclosed a brand application for your convenience. You may use this application for **RENEWALS ONLY**. You may complete the application and have your **SIGNATURE NOTARIZED** and mail the application (Franklin County Clerk, 200 North Kaufman Street, Mt. Vernon, TX 75457) along with your **payment** and a **SELF ADDRESSED STAMPED ENVELOPE** for the return of your recorded application. If you chose to do this, we will verify the renewal of your registration of the brand in our county before registering the brand. If we do not find your brand in our county, we reserve the right to reject your application if we find someone else already has that brand registered. We will return the unrecorded application and filing fee in the self addressed stamped envelope that you provided. It is possible you may need to come into the office to register a **NEW** brand or register a previously recorded brand if you plan on adding or changing locations. Your renewal application for a brand does not need to be notarized if you chose to come into the office to renew your brand.