



## District Clerk of Bexar County Request Form for Portal Login Access

### Instructions

Through the use of the "Bexar County Portal" application, the District Clerk of Bexar County, Texas provides electronic access to appropriate court records and documents for authorized entities through login accounts for individual users. This Request Form is intended for the entire agency, not an individual user. Use this form to submit requests for new user accounts, changes to existing accounts, or the deactivation of user accounts. This Request Form and all required attachments should be emailed to [gthatcher@bexar.org](mailto:gthatcher@bexar.org).

### Agency Information

Request Date	Agency name and Address
<b>AUTHORIZING AGENCY DIRECTOR/MANAGER</b>	<b>AGENCY ACCOUNT COORDINATOR</b>
Name	Name
Position/Title	Position/Title
Email Address	Email Address
Contact Phone Number	Contact Phone Number

### Individual User Accounts

Individual users will have individual logins and passwords for the Bexar County Portal application. All authorized individual users in your agency who will need to access Bexar County Portal must register for an applicable user account before this request is submitted. This form must be accompanied with a completed User Management Tool – Data Access for Bexar County Portal form that lists all users information related to this request. For each new user, a signed copy of an Elevated Access Agreement Form must be submitted

### Signatures

This Request Form is submitted in connection with and made part of the most recent Master Subscriber Agreement executed by the Applicant. An individual authorized to sign on behalf of and bind the agency in written agreements must sign below.

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Signature of Applicant

Date

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Printed Name

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Title